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From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS ADMINISTRATIVE PROCEDURES (Short Title: MCAP)

Encl: (1) LOCATOR SHEET

1. Purpose. To publish a Manual for use as a guide in applying administrative procedures associated with conducting staff and reporting unit level administration.

2. Cancellation. MCO P5000.14B.

3. Background. The efficient administration of Marines and the reduction of administrative tasks are important to the Marine Corps combat readiness. Personnel constraints, the effect of increasing administrative requirements on operational readiness, and the increasing complexities of the personnel administrative support systems make it imperative that Marine Corps administration be consolidated wherever possible and the operation of our reporting units be conducted as efficiently as possible.

4. Summary of Revision. This Manual has been reformatted, contains a substantial number of changes and must be completely reviewed.

5. Recommendations. Recommendations concerning the contents of Marine Corps Administrative Procedures are invited. Forward recommendations to the Commandant of the Marine Corps (MIFD) via the appropriate chain of command.

6. Certification. Reviewed and approved this date.


U. S. HOWELL
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RECORD OF CHANGES

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Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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INTRODUCTION

0001. PURPOSE. This Manual publishes administrative notes concerning the conduct of general and personnel administration at the staff and reporting unit level. Chapters and appendices are included to provide procedural guidelines and technical instructions for the consolidation of administration at the battalion/squadron level and those independent commands operating on a combined battalion/company level administration.

0002. STATUS

1. Utilization of the contents of this Manual by Marine Corps commands in accomplishing administrative use and functions at the reporting unit level and under the concept of a Consolidated Administration Center (CAC) is encouraged.

2. This Manual does not relieve company/battery commanders, officers in charge or section heads of the duties inherent in command nor the responsibilities regarding the needs of those Marines under their charge.

0003. SCOPE. This Manual contains a recommended organization, the goals, concepts, responsibilities for effective use of the CAC, and administrative guidelines necessary for proper conduct of personnel administration at the staff and reporting unit level.

0004. RESPONSIBILITY. The currency, accuracy, and modification of this Manual are the responsibility of the CMC (MIFD). Headquarters Marine Corps staff agencies and field commanders are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

0005. ALLOWANCES. Make necessary adjustments for organization or unit's distribution requirements for this Manual and obtain copies of the basic or pertinent changes through the Marine Corps Publications Distribution System (MCPDS).

0006. ORGANIZATION

1. This Manual is organized into chapters which are numbered sequentially and listed in the contents.

2. Paragraph numbering is based on four digits. The first indicates the chapter; the next three, the general paragraph; and the combinations which follow the decimal point, the appropriate paragraph; e.g., 3003.2a refers to chapter 3, paragraph 003, subparagraph 2a.

3. Pages are numbered in separate series by chapter, with the chapter number preceding each number; e.g., the fourth page of chapter 2 appears as 2-4.

0007. CHANGES. The CMC (MIFD) will publish changes to this Manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

0008. METHODS OF CITATION. Show reference to paragraphs of the MCAP as follows:

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(d) MCO P5000.14C, MCAP, par. 3006.1c(1)
(e) MCO P5000.14C, MCAP, par. 3006.1c(1)(a)

CHAPTER 1

GENERAL INFORMATION, GOALS, CONCEPTS, AND RESPONSIBILITIES

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CHAPTER 1

GENERAL INFORMATION, GOALS, CONCEPTS, AND RESPONSIBILITIES

1000. GENERAL. Historically, the company/battery/section was the basic administrative unit of the Marine Corps administrative system. In June 1978, the Commandant of the Marine Corps approved the recommendation to implement battalion level (consolidated) administration for all FMF ground units with the squadron remaining as the reporting unit for all FMF aviation units. Consolidation of personnel administration at the battalion level is considered the most efficient method for accomplishing our administrative mission with the available resources. It allows commanders and administrators the flexibility to tailor personnel administration to the unique mission of the organization. The administrative guidance offered in this Manual is considered appropriate for application in both ground and aviation organizations of the FMF and throughout the supporting establishment wherever consolidated administration is performed and for all Marine Corps reporting units. Throughout the text of this Manual, the term "organization" is used to represent the battalion/squadron level of operation. The term "unit" is used to represent the command/staff levels subordinate to the battalion/squadron; i.e., company/battery/section.

1001. GOALS OF CONSOLIDATED ADMINISTRATION

1. The primary goal of consolidated administration is to ease the administrative burden of the unit; thereby allowing more time to conduct mission-oriented training. Other goals include:

a. Providing and performing "A SERVICE TO MARINES AND THEIR DEPENDENTS" (i.e., one stop shopping for personnel and pay issues).

b. The effective use of available administrative personnel and equipment to support the personnel administration system. A related goal is to enhance administrative quality control through improved supervision by administrative officers and SNCO's.

c. Reduction in the number of directives and publications required in each unit.

d. Advancement of the total induction of personnel administration functions into the Marine Corps Total Force System (MCTFS).

2. Essential to proper administration is a viable communication link between the CAC, special staff sections, and the units served. All must coordinate their actions toward the goal of providing the highest quality personnel administration possible.

1002. CONCEPT AND RESPONSIBILITIES OF CONSOLIDATED ADMINISTRATION.

The concept of consolidated administration is to combine the technical administrative expertise at the organizational level. Reporting and recording of information are accomplished at the organizational level; e.g., in the adjutant section or the personnel section. The unit commander should have on-hand only those directives and publications which pertain directly to the operational and training mission. Consolidated administration does not eliminate the unit commander's responsibility of command. The unit commander must continue to provide the leadership (assistance, discipline, counsel, guidance, information, etc.) to ensure that morale, welfare, and unit effectiveness are maintained at the highest possible level. The CAC provides administrative support to the individual Marine and to the commander. Unit commanders request administrative support and the CAC serves them by preparing, reporting, and recording all administrative actions. Figure 1-1 illustrates a recommended organization chart for the CAC. The administrative responsibilities outlined in the following paragraphs are provided for information and assistance to those Marines not familiar with the Marine Corps administrative system.

1. Adjutant Section Organization. It is emphasized that the actual structure of the adjutant section is based on the staffing of the organization's table of organization (T/O).

2. Adjutant Section's Administrative Responsibilities. The adjutant serves as a special staff officer. The responsibilities of the adjutant section may include but are not limited to those listed in paragraph 2000.1.

3. Personnel Section Organization. It is emphasized that the actual structure of the personnel section is based on the staffing of the organization's T/O.

4. Personnel Section's Administrative Responsibilities. The personnel officer serves as a special staff officer for the commander and is responsible for the supervision of the personnel section within the CAC. The responsibilities of the personnel section include but are not limited to those listed in paragraph 3001.1.

5. Unit Commander's Administrative Responsibilities. Although consolidated administration has caused a reduction in the unit commander's administrative responsibilities, it cannot be overemphasized that they are not completely eliminated. The unit commander is responsible for ensuring that personnel information and supporting documents for MCTFS reporting; e.g., morning reports, deployment rosters, etc., are forwarded promptly and properly to the CAC. For consolidated administration to function efficiently, a free and open exchange of information must exist between the unit and the administrative sections. Unit commanders retain responsibility for the following:

- a. Submission of morning reports for consolidation by the CAC.
- b. Conducting request mast for members of their unit.
- c. Conducting NJP on members of their unit and submission of completed unit punishment book forms to the CAC for unit diary input and filing.
- d. Maintaining the minimum technical and operational directives and publications required to accomplish the unit's mission. (A recommended listing of publications to support company/battery commanders is provided in chapter 2, figure 2-9.)
- e. Distributing personal mail.
- f. Providing accurate and timely training information for unit diary input.
- g. Submitting conduct and duty proficiency marks to the CAC for unit diary input and, where applicable, entry into the field service record.
- h. Recommending/not recommending Marines for promotion.
- i. Recommending/not recommending Marines for reenlistment.
- j. Recommending Marines for awards or personal decorations.
- k. Approving leave and special liberty requests, as required.
- l. Controlling regular liberty for members of their unit.
- m. Clearing personnel requesting administrative support from the CAC, if desired.
- n. Counseling and authenticating Administrative Remarks page entry(ies) in the field service record, as required.
- o. Distributing the Leave and Earnings Statement to unit personnel.
- p. Preparing, when required, background information on recommendations for administrative discharge.
- q. Reviewing the payroll for pay discrepancies - notifying the CAC of problem area(s) and ensuring the pay problem is resolved.
- r. Reporting to the CAC, in a timely manner, occurrences or changes of status regarding unit personnel (includes unauthorized absence (UA), hospitalization, marriage, birth of children, divorces, etc.).
- s. Acquiring a basic knowledge of personnel administration procedures.
- t. Conducting administrative training to ensure the unit is capable of immediate operational requirements.
- u. Responsible for upholding the Performance Evaluation System (PES) policies and procedures and ensuring timely submission of fitness reports for personnel within the command.
- v. Submission of leave requests and leave papers to the CAC.

6. Turnover Folders and Desktop Procedures

a. Information. The continual rotation of officers and keyenlisted personnel often results in a lack of expertise and continuity associated with many day-to-day operations. Although not mandatory, the establishment and proper use of desktop procedures and turnover folders will assist significantly in alleviating this situation.

b. Definitions

(1) Turnover Folder. A turnover folder is a file containing pertinent information about a key billet which, when passed on to an individual newly assigned to the billet, provides the basic data necessary to assume duties in a minimum amount of time. The recommended contents of the turnover folder include, but are not limited to, the following:

(a) Letter or special order assigning the individual to the billet (if required).

(b) Organizational chart.

(c) Billet description.

(d) Special duties and tasks.

(e) A copy of pertinent references (if too extensive, a listing and location of pertinent references) and a history of command-issued directives over which the billet has cognizance.

(f) Points of contact by command, billet, grade, name, and telephone number.

(g) Problem areas sufficiently defined.

(h) Status of pending projects.

(i) Such other information necessary to provide insight into all duties and tasks associated with the billet. This may include policy memoranda, management controls, memoranda for the record, etc.

(j) Desktop procedures which define the routine functioning of the billet, section, or office. If desktop procedures are extensive and maintained in a separate folder/binder, indicate location.

(k) Required reports and reporting procedures.

(l) Past inspection results, reports of corrective action taken on inspection discrepancies, if any, and internal inspection procedures.

(2) Desktop Procedures. Desktop procedures are listings of procedures, references, and other related information concerning the management of a particular billet. These procedures define in writing the routine functioning (who, what, when, where, why, and how) of a billet. This file is an integral part of the turnover folder. Desktop procedures should include, but are not limited to, the following:

(a) A brief description of the duties and responsibilities assigned to the personnel over which the incumbent Marine has cognizance.

(b) A resume of the daily routine.

(c) Descriptions or charts which reflect the routine flow of paper or work.

(d) Work priorities within the section or office.

7. Section Management and Training. Section management and training vary with the nature, mission, and location of the organization. The following are tried-and-true concepts of section management and training techniques that, if adopted, may enhance the day-to-day functioning of the CAC.

a. Introduction. The volume and complexity of personnel administration requirements at the organizational or reporting unit level require the establishment of organized, systematic procedures to accomplish the administrative mission. It is imperative that each member of the section is aware of those procedures and the important role they play in mission accomplishment. It is recommended that MOS specific training be identified and conducted on a routine, recurring basis.

b. Elements of Section Management. The foundations of sound section management are leadership, organization, and teamwork. They are as essential for mission accomplishment in the section as they are in the field. Dynamic and innovative leadership is absolutely essential if an administrative section is to function efficiently and effectively in providing the responsive service each Marine deserves. Personnel administrators must provide this leadership. They must set the example, make decisions, analyze situations, develop new ideas, and constantly grow in professional knowledge. As leaders, personnel administrators must also, on occasion, delegate authority through proper channels to accomplish the administrative mission. Instilling a sense of unity and camaraderie in the section is of utmost importance. In the exercise of leadership, administrators must consider the four basic elements of section management: plan, coordinate, direct, and control.

(1) Plan. Planning is the process of establishing and carrying out policies or procedures. Planning requires knowing precisely what has to be done, and establishing an efficient, systematic procedure to accomplish that goal within specified time constraints. Most errors in administrative planning are the result of inadequate information or inadequate professional knowledge. Planning starts with the location of the section and the effective use of available space. Where possible, centrally locate the sections. Within the CAC, apportion the space along functional areas, with due consideration to work flow, traffic flow, and the individual tasks of the Marines assigned. In organizing by functional areas, the clerks are recognized not as being the representatives of subordinate units within the organization, but rather as part of the organization's personnel administration

activity. This reinforces the concept of consolidated administration and distinguishes it from centralized administration. Section organization should encourage a logical flow of work from one section to another. Having the work come to the worker is an essential element of efficient section planning. Conveniently locate section supplies. Last, and most important, situate supervisors where they can observe and direct all section activity under their cognizance.

(2) Coordinate. Coordination is the act of working together in a smooth, concerted fashion. Coordination involves unity of effort. More plainly stated, getting subordinates to work together as a team. The supervisor's role plays a large part in ensuring that the team functions properly.

(3) Direct. Direction is the guidance or supervision required to ensure that each part of a job is consistent with the accomplishment of the total mission. The supervisor should provide ample opportunity for each individual to work up to the limits of their abilities; then, offer the necessary direction and remove the obstacles in the way of progress.

(4) Control. Control is the directing or restraining influence exerted over an activity. In exercising control, the supervisor determines if a task is being properly accomplished and, if not, takes appropriate corrective action.

c. Principles of Section Management

(1) One Boss. Each clerk must have only one boss. The senior personnel administrator provides guidance and direction through NCO's/section chiefs to whom authority and assigned areas of responsibility have been delegated. This practice not only enhances their leadership abilities and authority, but also affords the senior administrator additional opportunities to accomplish planning and supervisory functions. To preclude disunity within the section, do not detail tasks to individual clerks. Outline tasks through the NCO/section chief assigned responsibility for the specific section. The NCO/section chief will assign the task to the individual Marines under their direct supervision. The clerk being directed by more than one supervisor becomes confused and frustrated by conflicting demands; a feeling of insecurity is fostered which may finally develop into an attitude of irresponsibility and apathy.

(2) Span of Control. Span of control is the extent or degree of influence exerted by an individual. The span of control for supervisors must not exceed their abilities. It is imperative that the number of clerks assigned under each NCO/section chief is small enough to adequately allow close supervision. Ensure the physical distance between supervisors and clerks assigned under their control is close enough to allow for proper coordination of daily activities.

(3) Delegation of Authority. Delegation of authority is entrusting to another the power or influence to accomplish a task. Delegate authority commensurate with assigned responsibility.

(4) Flow of Information. Flow of information is the smooth uninterrupted passing of information throughout the section. Keep your Marines informed. Pass decisions governing action down the line of responsibility. Avoid bypassing. Bypassing has a weakening effect in an organization, and if allowed, will cause persons in positions of authority to lose the respect of their subordinates and denigrate their ability to lead. It is most important to establish an interface between the service record, unit diary, and legal section supervisors to ensure that all who have action in a specific area are alerted.

(5) Lines of Responsibility. Lines of responsibility illustrate and limit authority and accountability. Strictly maintain lines of responsibility from the highest to lowest level of supervision.

(6) Job Assignments. Definitively assign each part of a job. Ensure clerks are aware of the duties and tasks required to accomplish their specific job assignment.

(7) Objective and Mission. Clearly define the objective and mission of the section and ensure it is understood by supervisors and their assigned clerks.

(8) Planning. Accomplish planning well in advance. Make sure that supplies and equipment necessary to do the job are available.

(9) Coordination. Effective and smooth coordination is obtained through well-directed conferences and informal meetings.

(10) Establish and Maintain Control. Establish procedures to ensure administrative mission accomplishment. To that end, accurately accomplish each and every task assigned per established procedures.

(11) Corrective Action. Take corrective action when necessary. Inefficiency is costly in terms of time, money, and individual motivation. Correct inefficient practices and procedures immediately.

d. Economy. Economy in section management is the thrifty administration and effective use of personnel, money, and materials. Economy in section management is exercised through the elimination of unnecessary paperwork and duplication of effort which causes an increase in man-hours, wasted materials, and adversely impacts on individual motivation and desire.

(1) Necessity for Paperwork. The necessity for letter writing, recordkeeping, and reports is unavoidable. In dealing with this significant task, exercise control through the economical handling of required items. Failure to simplify or reduce paperwork, where possible, wastes time, material, and money.

(2) Importance of Simplifying Paperwork. Not all personnel administrators have recognized the advantages of the MCTFS over the complicated, time-consuming, and obsolete systems of years past. Consequently, parallel paper and computer systems are maintained that are time and labor intensive. This is due, in part, to a lack of confidence in the reliability of information contained in the MCTFS. Until such time as credibility is gained through diligent reporting and maintenance of information contained in the MCTFS, we unnecessarily waste man-hours and materials. It is imperative that administrators direct their efforts toward the simplification and reduction of paperwork and the enhanced quality of the MCTFS data bases through accurate and timely reporting of required personnel information.

(3) Elimination of Unnecessary Paperwork. The personnel administrator can help eliminate unnecessary paperwork by analyzing the tasks required and using fully the facilities at hand. The following self-analysis steps will assist the personnel administrator in eliminating unnecessary paperwork:

(a) Begin at Your Own Desk. Take a look at it. When was the last time the desk drawers were cleaned out? Are you using the desk as a file cabinet? How many papers are in the INCOMING, HOLD, OUTGOING, and FILE baskets? What about all the documents that cross your desk--do you need them? Should you be receiving them? You would be surprised to discover what accumulates in a desk. Local housecleaning is a good first step.

(b) Check Reports Receipt and Reports Submission. Is there duplication? Could you combine two or more and eliminate one? Do they all serve a definite purpose? Do subordinates spend more time compiling and reporting information than the information is actually worth?

(c) Analyze Mail and Files Practices. Are you filing unnecessary correspondence? Does incoming mail reach the "action desk" in a minimum of time? Is incoming mail being properly routed to those directly concerned? Do you receive excessive or unnecessary copies of directives and publications? If so, what have you done to correct the situation?

(d) Records Disposal. Do you dispose of old records per the records retirement schedule? Do you have records that are no longer used taking up room in filing cabinets? Do you dispose of nonrecord material as soon as it has served its purpose? (SECNAVINST 5212.5 defines nonrecord material as "materials that have no documentary or evidential value and that need not be filed".)

(e) Check Forms Being Used. Have you requisitioned too many? Are those on hand current, or do you have several file drawers full of obsolete forms?

(f) Working Conditions and Organization of the Section. The ability of the CAC to accomplish its mission is directly related to the section layout and working conditions.

1 Section Layout. The main consideration in planning section layout is the flow of work; accordingly:

a Reduce the flow of work to the shortest possible distance.

b Minimize work flow repetition and backtracking.

c Work should come to the worker, not vice versa.

d Locate related sections near each other.

e Place the supervisor to allow for an unobstructed view of the entire section.

f Place clerks having primary responsibility for greeting incoming personnel near the entrance.

g Make files accessible to all section personnel.

h Locate telephones and extensions in advantageous, accessible positions. Limit phones to personnel actually requiring a phone for performance of assigned task(s). Keep personal calls to a minimum.

2 Section Working Conditions. To enhance job performance, motivation, and morale, the following conditions should exist in the section:

a Proper lighting: Keep fixtures clean, use correct wattage bulbs, reflective paint, etc.

b Proper heat and ventilation.

c Quiet: Felt pads under typewriters and printers, no loud music or other distractions, oil squeaky doors, etc.

d Professional environment: Layout of section, cubicles, decoration, decorum, signs, etc.

(g) Controlled Forms. Establish procedures to ensure the proper accountability of all controlled forms.

(h) Everyday Practices. The everyday practice of common courtesy, tact, friendliness, and diplomacy must be the concern of everyone in the CAC. Such behavior is essential in maintaining high morale. Bear in mind that personnel administration is not an end in itself--it is a service--a continuing service concerning not only the recording of actions that affect the organization but also those that affect the Marines who comprise the organization. Treat each individual, regardless of grade, with the same degree of courtesy and respect that you would like to receive. Each Marine plays an important part in the accomplishment of the organizational mission. If a Marine is allowed to stand unattended at a service counter or desk without reason, the administrator is, in essence, hindering mission accomplishment. The traffic (flow of personnel) into or through the administrative area should also be controlled and directed so as to allow the least distraction possible.

e. Training. Before a clerk can carry out an assignment to completion, the clerk must know what steps to follow to accomplish the task. Supervisors must understand the functions and responsibilities of all personnel in the CAC and provide appropriate training. We can accomplish this training in a number of ways. Some of the most common methods are:

(1) Job Performance Aid (JPA). JPA's provide step-by-step procedural guidance in the performance of a task or job element. A JPA can take the form of a list, flowchart, or decision tree, and can easily be developed locally. Although the use of a JPA does not necessarily constitute complete job training, their judicious use can contribute significantly to the economy and effectiveness of a training program.

(2) Managed-On-The-Job Training (MOJT). MOJT is a carefully planned, managed, and supervised program designed to qualify personnel or upgrade their proficiency, through self-study and instruction, while actually working on the job. MOJT permits the clerk to perform regular duties and, at the same time, observe and learn other phases of personnel and general administration. Normally, Marines assigned to the section who have little or no administrative background are given a job requiring simple, routine actions for its completion. As their training progresses they assume more responsibility. To be most effective, MOJT must provide timely, constructive feedback to the Marine who is being trained. A form that MOJT might take is apprentice-type training. Provided personnel resources exist, assign a new clerk to an experienced clerk for closely supervised individual training. In addition to providing training for the inexperienced clerk, MOJT also provides an excellent avenue for cross-training all administrators in the many facets of personnel administration. Use MCO 1510.53, Individual Training Standards (ITS) System for Personnel and Administration Occupational Field (OccFld) 01, when developing and conducting MOJT.

(3) Certain administrative requirements encountered at the reporting unit level provide ideal opportunities to train personnel. Some specific requirements are:

(a) Auditing the Unit Verification Roster (for Reserve units only).

(b) Auditing field service records.

(c) Auditing the LES and join BIR/BTR or RBIR/RBTR.

(d) The processing associated with reenlistments, extensions of enlistment, and discharges.

(e) Maintaining files, directives, and publications.

(f) Auditing of Record of Emergency Data

(g) Preparation of Dependent Application

(h) Preparation of ID Card Application, etc.

(4) Independent Study and MCI Courses. Marine Corps Institute courses offer an excellent means of training personnel. Marines may either enroll independently or as a part of a section group enrollment. To attain maximum benefit, supervise the completion of MCI course and use them in conjunction with MOJT. The following partial listing of MCI courses (listed by course number and title) is provided to assist in planning the training of your personnel administrators:

- (a) 01.12, Counseling for Marines;
- (b) 01.18, Spelling;
- (c) 01.19, Punctuation;
- (d) 01.28, General Personnel Administration for Reserves;
- (e) 01.31, Correspondence Procedures;
- (f) 01.35, Individual Personnel Records;
- (g) 01.36, Personnel Administration for the Reporting Unit;
- (h) 01.38, Order Writing Clerk;
- (i) 01.43, Legal Administration for the Reporting Unit;
- (j) 01.44, The Unit Mailroom Clerk;
- (l) 30.23, Marine Corps Technical Publications Systems; and,
- (m) 34.21, Basic Pay Entitlements.

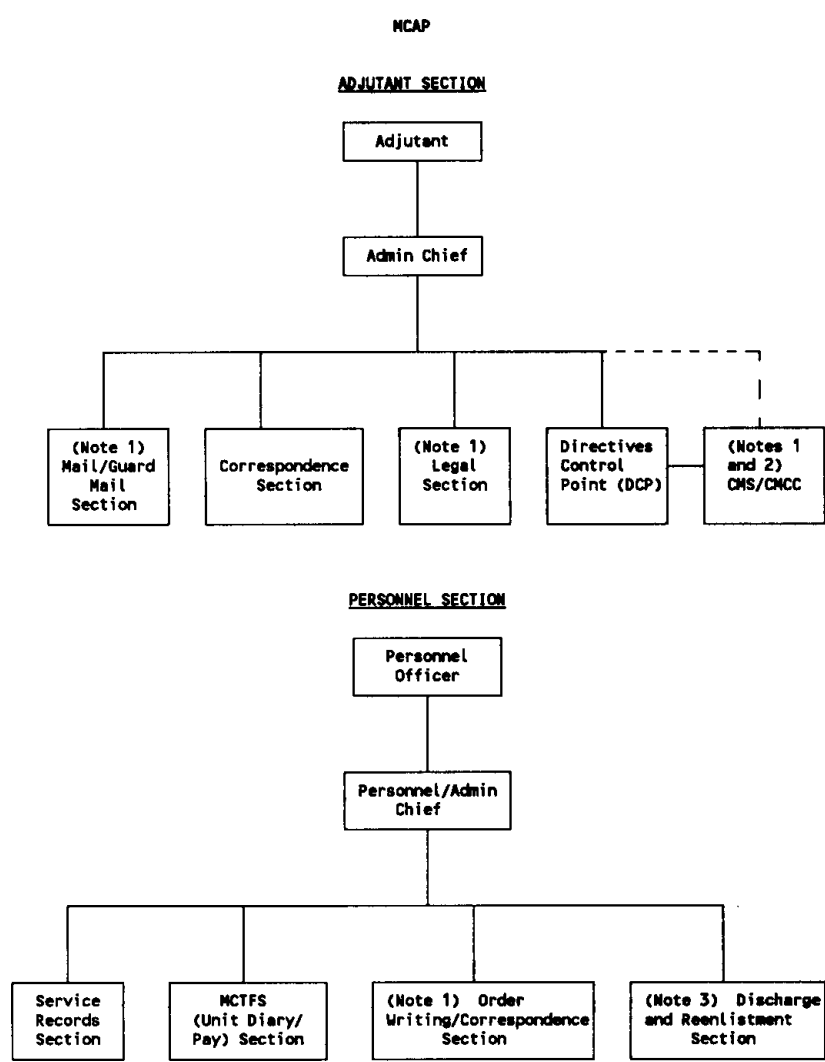
(5) Formal or Local Schooling. Use this source of consolidated knowledge whenever available. Commanders and senior administrators should make every effort to ensure that personnel in their charge are afforded the opportunity to attend MOS schooling. The school trained Marine enhances the efficiency of the office by sharing new skills and knowledge gained through the course of instruction. At the same time, the knowledge and skills of formal schooling prepare the Marine to assume positions of greater responsibility. Course schedules are published annually to provide commands and individual administrators the opportunity to plan for and request school seats. Prerequisites are listed in NAVMC 2771, Formal Schools Catalog. The key to obtaining a school seat is planning. To aid in the planning process and increase the chances of obtaining a school seat in a particular course, submit requests a minimum of 3 months prior to the report date of the course desired. The following is a list of formal school courses:

(a) Entry Level (conducted at MCSSS, Camp Lejeune):

<u>COURSE</u>	<u>MOS AWARDED</u>
Personnel Clerk Course (PCC)	0121
Unit Diary Clerk Course (UDCC)	0131
Administrative Clerk Course (ACC)	0151

(b) Career Level (conducted at MCSSS, Camp Lejeune):

<u>COURSE</u>	<u>MOS AWARDED</u>
Personnel Officer Course (POC)	0170
Adjutant Course (ADJC)	0180
Advanced Personnel Administration Course (APAC)	0193
Senior Clerk Course (SCC)	None
Independent Duty Administration Course (IDAC)	None
Reserve Administration Course (RAC)	None



- NOTES:
- 1. These sections/duties may be assigned/redistributed at the discretion of the battalion/squadron commander.
 - 2. The organizations classified files are an extension of the DCP, but are not collocated with the DCP.
 - 3. The discharge/reenlistment duties may be divided/assigned between the service records and the career planning sections, at the discretion of the commander.

Figure 1-1.--Recommended Organization for the Consolidated Administration Center.

CHAPTER 2

THE ADJUTANT SECTION

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CHAPTER 2

THE ADJUTANT SECTION

2000. ADJUTANT SECTION. Collocate the adjutant section with the personnel section to form a CAC or establish it in a location best suited to the mission and needs of the organization. An adjutant section performs those general and personnel administration and office management functions inherent in the responsibilities assigned by the organizational commander or executive officer.

1. Adjutant Section's Administrative Responsibilities. The adjutant serves as a special staff officer. The responsibilities of the adjutant section may include, but are not limited to, the following:

- a. Preparing meritorious masts, certificates of commendation, and controlling and editing recommendations for personal/unit awards and decorations.
- b. Operating the command's Directives Control Point (DCP), to include maintaining the files and directives system.
- c. Preparing responses to all special correspondence (e.g., Request Mast, Congressional Interest (CONGRINTS), etc.).
- d. Reporting casualty information.
- e. Operating the command's Classified Material System/Classified Material Control Center (CMS/CMCC), when required.
- f. Establishing and maintaining the command's reports control and forms management program.
- g. Preparing command duty rosters.
- h. Preparing fitness reports; upholding PES policies and procedures per MCO P1610.7, Performance Evaluation System, and ensuring timely submission of fitness reports to HQMC.
- i. Receiving and routing messages, Organizational E-Mail, correspondence, and guard mail to the appropriate staff section.
- j. Establishing and supervising a command typing pool.
- k. Preparing Administrative Action (AA) Forms, as required.
- l. Monitoring receipt and delivery of promotion warrants for officers and staff noncommissioned officers.
- m. Handling command legal matters (to include NJP and courts-martial preparation, maintaining the command's (battalion/company/battery/squadron) Unit Punishment Books, and preparing, controlling, and reporting of investigation results).
- n. Processing administrative discharges.
- o. Carrying out the battalion/squadron postal functions (to include, but not limited to, conducting mailroom inspections, supervising the receipt and delivery of official and personal mail, and monitoring the consolidation of outgoing official mail).
- p. Conducting staff inspections to ascertain the effectiveness of personnel administration within the battalion/squadron and monitoring actions taken to correct inspection discrepancies.
- q. Performing notarial acts for the command.
- r. Monitoring the command's Table of Organization (T/O) and preparing and submitting recommended changes to the T/O.
- s. Maintaining DEERS security requirements, site identifications, security codes, individual user identifications and passwords.
- t. Managing and monitoring the command's records management program.

2001. ADJUTANT. The adjutant is responsible for the accomplishment of those administrative duties outlined in paragraph 2000.1, the functions set forth in FMFM 3-1, and such other functions as the commander may assign.

2002. ADMINISTRATIVE CHIEF. The administrative chief assists the adjutant in the proper administration of an adjutant section. The administrative chief normally supervises the section chiefs in the performance of their assigned tasks. Responsibilities include, but are not limited to, the following:

1. Routing incoming and outgoing correspondence and guard mail to the appropriate action or information addressee. Controlling correspondence and messages which require response or action.
2. Ensuring all incoming correspondence and guard mail is date-stamped or annotated to indicate date and time of receipt, and where appropriate, a route stamp to indicate the desired routing.
3. If applicable, establishing and operating a consolidated mail point to collect and forward all correspondence to the appropriate command collection point for mailing outside of the command.
4. Establishing and operating a DCP to provide support to staff sections and subordinate units as defined in MCO P5215.1.
5. Ensuring all administrative personnel under his charge adhere to the everyday practices noted on Page 1-8 of this directive.

2003. MAIL/GUARD MAIL SECTION. Conduct unit mailroom operations as outlined in MCO P5110.6, Standing Operating Procedures for Marine Corps Unit Mailrooms. Guard mail functions are established at the local command level.

2004. CORRESPONDENCE SECTION. Administrative clerks are not normally organic to all staff sections. Ideally, command-originated correspondence and directives are typed within a correspondence section created in support of the organizational commander's staff. The correspondence section should prepare correspondence and directives originated by the adjutant section, unless otherwise charged to the organizational central files or legal sections for typing.

1. The correspondence section's responsibilities normally include preparation of the following:

a. All correspondence addressed in the Department of the Navy Correspondence Manual, to include:

- (1) Standard letters,
- (2) Multiple-address letters,
- (3) Endorsements,
- (4) Memoranda, and
- (5) Business letters.

b. Naval messages per the provisions of NTP 3, USN PLAD 1.

c. Command-issued directives and publications, per the provisions of MCO P5215.1.

d. Special forms to include, but not limited to:

- (1) Meritorious Masts,
- (2) Recommendations for personal (and other) awards,
- (3) Recommendations for administrative discharge,
- (4) AA Forms, and
- (5) Fitness reports.

2. The correspondence section should maintain, as a minimum, a copy of the following references:

a. MCO P1070.12, IRAM (PCN: 10200430500);

b. MCO P1610.7, Performance Evaluation System (PES) (PCN: 10202100000).

c. MCO P3040.4, Marine Corps Casualty Procedures Manual (PCN: 10203060000)

d. MCO P1650.19, Administrative and Issue Procedures for Decorations, Medals, and Awards (PCN: 10202200000)

e. DoD 4525.8-M DoD Official Mail Manual (PCN: 41100063800)

- f. MCO 5216.9, Administrative Action (AA) Form, NAVMC 10274 (Rev. 4-72) (PCN: 10207631000);
- g. MCO 5210.11, Records Management Program for the Marine Corps (PCN: 10207480000);
- h. MCO P5215.1, The Marine Corps Directives System (PCN: 10207570000);
- i. MCO 5216.11, Congressional Correspondence (PCN: 10207630000);
- j. MCO 5216.16, Use of the Terms Reference and Enclosure (PCN: 10207630800);
- k. NTP 3, Telecommunications Users Manual (PCN: 50100378000);
- l. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual (PCN: 21600050000)
- m. SECNAVINST 5210.11, Standard Subject Identification Codes (PCN: 21600280000);
- n. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual (PCN: 21600355600);
- o. SECNAVINST 5216.5, Department of the Navy Correspondence Manual (PCN: 21600400000); and,
- p. USN PLAD 1, Message Address Directory (PCN: 50100379100);

2005. LEGAL SECTION. Legal services specialists (MOS 4421) are not normally assigned to perform reporting unit level legal functions. As such, administrative clerks are assigned to the legal section and are responsible for providing the command with clerical support in legal administration matters. Figures 2-1 through 2-8 may be used in the performance of the command's legal functions. The legal section normally performs the following administrative actions:

1. UPB. A UPB sheet is prepared to record the imposition of NJP for enlisted personnel. The legal section will establish and maintain the commander's UPB binder within a legal section per MCO P5800.8, LEGADMINMAN. The legal clerk will ensure that all completed actions are furnished to the personnel section (unit diary/pay) for reporting into MCTFS. If desired, use figure 2-1 for this purpose.
2. Accused's Acknowledgment of Rights. The commander is responsible for advising individuals of their rights per the UCMJ, Article 31, and JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN), Section 0109. The legal section will prepare an "Accused's Notification and Election of Rights" form and forward it to the commander to obtain necessary signatures. Use the formats contained in appendix A-1-b, appendix A-1-c, or appendix A-1-d, as appropriate, in preparing the form. The form is then attached to the UPB and forwarded along with the SRB (if available) to the respective commander for action.
3. Summary Transcript of Proceedings. The officer imposing NJP will prepare, or have the legal section prepare, a summary transcript of the NJP proceedings. Complete the summary transcript of proceedings by using the forms prescribed in appendices A-1-e and A-1-f of the JAGMAN. The commander is responsible for ensuring that the forms are properly completed, including the name(s) and identification of witness(es), and attached to the completed UPB sheet prior to filing in the commander's UPB.
4. Notification Letters. The legal section is responsible for the preparation of letters of notification to the next of kin when personnel enter an unauthorized absence or deserter status per the LEGADMINMAN.
5. DD Form 553 and DD Form 616. The legal section is responsible for preparing and distributing the DD Form 553 (Absentee Wanted by the Armed Forces) for all personnel declared deserters and preparing and publishing the DD Form 616 (Report of Return of Absentee Wanted by the Armed Forces) upon a deserter's return to military control. See MCO P5800.8C, paragraphs 5002.2d and 5009.6a(3), respectively. For those Marines with dependents, who enter a desertion status, ensure compliance with MCO P5800.8C, paragraph 5004 and MCO P5512.11, paragraph 4012. Figures 2-7 and 2-8 provide completion instructions for the DD Form 553 and 616, respectively.
6. Control of Absentees and Deserters. The legal section is responsible for the control of absentees and deserters. Maintain a current listing of all absentees and deserters. Open and maintain a case file on all absentees who are UA for more than a 24-hour period. The case file should contain copies of all letters to next of kin, checklists, clothing inventory sheets and, when appropriate, copies of the DD Form 553 and DD Form 616. On the 91st day of absence, complete all actions required by the LEGADMINMAN and the IRAM. At this time, shift the case file to an inactive file (maintained by the command adjutant or personnel section).
7. Effecting Reductions in Grade. Effect all reductions in grade in writing. The individual being reduced will receive the original copy of the reduction document. A court-martial order, special order, or standard letter are proper vehicles of notification.

8. Coordination with Other Sections. Internal controls or document flow should ensure that legal actions (reductions, forfeitures, etc.) requiring reporting into MCTFS and the recording of SRB entries are passed to the personnel section. Timely reporting of MCTFS reportable information will ensure accurate and timely payment of pay and allowances. Figures 2-2 through 2-6 provide samples of checklists which can be developed to ensure all legal and administrative actions are accomplished for Marines in a UA or deserter status. Figure 3-4 provides a sample UA/deserter service record audit checklist.

9. The legal section should maintain, as a minimum, a copy of the following references:

- a. JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN) (PCN: 40900580000);
- b. Manual for Courts-Martial, United States, 1984 (PCN: 50100339000; Binder: 50100339060);
- c. MCO P1070.12, IRAM (PCN: 10200430500);
- d. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFS PRIM) (PCN: 10200570500);
- e. MCO P5800.8, Marine Corps Manual for Legal Administration (LEGADMINMAN) (PCN: 10209190000); and,
- f. SECNAVINST 1640.9, Department of the Navy Corrections Manual (PCN: 21600048000).
- g. MCO P3040.4, Marine Corps Casualty Procedures Manual (PCN: 10203060000).

2006. DIRECTIVES CONTROL POINT (DCP)

1. General. The DCP will function under the guidelines set forth in MCO P5215.1. Under consolidated administration, all required publications are published at the organizational level. Subordinate units will not maintain a separate DCP. In addition to controlling the issuance of command-issued publications, the following functions fall within the purview of the DCP:

- a. Coordinating the organizational's requirements for publications;
- b. Determining and effecting internal distribution of authorized inventories of publications and maintenance thereof;
- c. Organizing and maintaining the DCP;
- d. Maintaining, storing, accounting for, and controlling the organization's classified material; and
- e. Conducting daily operation of the CMCC.

2. Subparagraphs 2006.3 through 2006.9 describe procedures and guidelines pertinent to the daily operation of the DCP. These instructions are not intended to serve as comprehensive desktop procedures but, rather, to provide basic guidelines.

3. Determining Inventory Requirements. Publications managed by individual organizations or units are referred to as "inventories." Each Marine Corps activity or command shall maintain (or have access to) publications which are sufficient in quantity and variety to sustain its operations. In determining requirements, consider factors such as the activity's or command's mission, number of personnel assigned or attached, type and quantity of equipment held, applicable contingency plans, and physical layout. Inventories may include publications initially established by HQMC publication sponsors, Navy Department agencies, and separate Marine Corps command activities. Figure 2-9 provides a recommended listing of publications which company/battery commanders may need in the performance of their assigned duties. The primary means of controlling an organization's publications inventory is through the Marine Corps Publications Distribution System (MCPDS) and maintenance of the activity's or command's Publications Listing (PL). Commanders, officers in charge, other activity or department heads, or their agents should strictly adhere to the "need to know" criterion.

a. Determining Distribution of Authorized Publications Inventories

(1) Distribution of authorized publications inventories is based strictly upon a "need to know." An affirmative answer to one or more of the following questions would indicate a "need to know."

- (a) Is the publication applicable to the specific mission of the user?
- (b) Is the publication applicable to the administrative functions, organic equipment and maintenance or support functions designated, or inherent to the user?
- (c) Is the dissemination of the publication for command information or action?
- (d) If the publication is desired for reference purposes, how frequently will it be used?

(2) SECNAVINST 5215.1, Department of the Navy Directives Issuance System, allows commanders to exercise their own retention judgment on Navy publications issued to their command provided appropriate higher authority publishes lists of publications which must be held. MCO 5215.12 outlines the procedures for reducing Navy publications held by Marine Corps units and sets forth action for developing a "Must Hold" list.

b. Distribution Statements. To facilitate information security, dissemination of Marine Corps publications was formerly restricted only by designating a publication either "controlled" or "noncontrolled". DoD 5200.1R states "certain information that would otherwise be unclassified may require classification when combined or associated with other unclassified information". For this reason, sponsors shall identify the degree of restriction of distribution for each of their nontechnical and technical publications based on the distribution statements. The seven distribution statements are:

(1) DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only; (fill in reason) (date). Other requests for this document will be referred to (insert originating command and organization code).

(3) DISTRIBUTION STATEMENT C: Distribution authorized to U.S. Government agencies and their contractors; (fill in reason) (date). Other requests for this document will be referred to (insert originating command and organization code).

(4) DISTRIBUTION STATEMENT D: Distribution authorized to DoD and DoD contractors only; (fill in reason) (date). Other U.S. requests shall be referred to (insert originating command and organization code).

(5) DISTRIBUTION STATEMENT E: Distribution authorized to DoD components only; (fill in reason) (date). Other requests must be referred to (insert originating command and organization code).

(6) DISTRIBUTION STATEMENT F: Further dissemination only as directed by (insert originating command) (date) or higher DoD authority.

(7) DISTRIBUTION STATEMENT X: Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with OPNAVINST 5510.161. Other requests must be referred to (insert originating command and organization code).

c. Ordering Publications. A publication is considered noncontrolled when it does not meet the definition of a controlled publication. Publications may be requisitioned directly from the stock point without publications sponsor approval. There are no quantity restrictions for publications. A requirement for continuing distribution of publications is made by adding the applicable PCN to the activity's/command's PL resident in the MCPDS database. Adding the PCN to the PL will ensure automatic distribution of revisions and changes as they occur. Do not submit requisitions for publications to the CMC (ARDE). The CMC (ARDE) will return without action any requisitions for publications submitted to the CMC (ARDE) instead of the stock point. When a publication's PCN is first added to the activity's/command's PL, the activity/command must requisition the publication from the stock point.

d. PL. Organizational and unit inventories are specified in a PL as outlined in MCO P5600.31, Marine Corps Publications and Printing Regulations. Activities and commands will have a basic PL initially loaded to MCPDS which represents their Individual Activity Code's (IAC's) unique publications requirements. This initial (basic) PL was established either during the table of allowance for publications (TAP) conversion to PL process, or is/was the result of a commissioning allowance. The publications "requirements" shown in the MCPDS are both the requirements of the publications sponsors and the activity commander's desire for certain publications to appear in the inventory. The PL will change whenever the IAC is included in the distribution for a new publication by a publications sponsor or when the activity/command adds, deletes, or changes quantity of publication requirements through the MCPDS. Upon activation of the (basic) PL, the DCP should review the PL in the MCPDS database to determine if there is any need for additions, deletions, or changes to authorized inventories. Under FMF centralized administration, the battalion, through its PL/IAC, assumes control of all publications for the organization. Commanders should ensure that authorizations are not excessive for their needs. (See paragraph 3210 of MCO P5600.31G.)

e. Reviewing the PL. The PL is a computer-based inventory in the MCPDS database created for a specific activity or command which lists publications and their respective quantities for which the activity or command is on distribution. The purpose of the MCPDS is to provide commanders the ability to adjust their continuing distribution of mission-essential publications and remove nonessential publications from their inventories in an on-line environment. Currently MCPDS is the only vehicle for modifying an activity's/command's PL. The MCPDS gives the commander the capability to:

(1) Change the mailing address associated with their IAC.

(2) Change the status of whether or not the IAC is authorized Navy personnel as per their T/O.

(3) Change the T/E number associated with their IAC.

(4) Change the status on the availability of storage for classified material.

(5) Change authorized USERID's designated to a particular IAC.

(6) Review and adjust (add/change/delete PCN/quantity) their PL using three separate methods:

(a) Direct entry of an individual PCN and its desired quantity. This option allows activities/commands to type in PCN(s) and quantity(ies) to update the database. Use this method to change a small number of PCN's. Do not use this option for major PL changes.

(b) Display a list of all PCN's within a given ID-CODE (general SSIC category) or ID-NO (technical equipment identifier code). This option lists all PCN's within the selected ID-CODE/ID-NO. This option can be used to update one or all PCN's listed.

(c) Display a list of all PCN's for a given PCN-prefix (first three digits of a PCN). This option provides a listing of all PCN(s) that begin with the specified 3-digit prefix entered. This option can be used to update one or all of the listed PCN's.

(7) Display an individual PCN and the current quantity.

(8) Review same-day adjustments to the PL.

f. Distribution of Publications. Distribution of authorized inventories is accomplished by the publications stock point through a unique seven-digit IAC number. IAC's arrange identical Marine Corps activities into groups. Each Marine Corps type activity is assigned a four-digit Activity Code Number (ACN). An IAC is assigned by the CMC (ARDE) and consists of the appropriate ACN combined with a three-digit suffix identifying a specific Marine Corps activity. For example, IAC 4125021 is assigned to the 3d Battalion, 7th Marines. The ACN 4125 identifies the type activity; i.e., infantry battalion. The ACN (4125) combined with the suffix 021, completes the IAC.

4. Controlling Distribution of Authorized Publications Inventories. Control of Marine Corps publications and directives is accomplished as determined by the commander. All staff sections and subordinate commanders must be kept informed of those publications and directives they are currently authorized and required to hold. Ultimate responsibility for control and maintenance of authorized inventories rests with the DCP.

a. Review of PL Requirements

(1) One method of ensuring sufficient quantities of mission-essential publications are maintained is to conduct a formal review of inventory requirements. Prior to conducting a formal review of the PL with individual commodity areas (i.e., S-3, S-4, etc.), it should be "worked" to ensure that the unit's internal distribution controls are in agreement and any previously entered changes requested by the commodity areas are reflected. Elements of an internal distribution control system may include a locally prepared computerized (word processing or locally developed database file) listing, the NAVMC 2761, Catalog of Publications, or a comprehensively annotated copy of the appropriate PL screens printed from the MCPDS that show locations and quantities being managed.

(2) A formal inventory requirements review may be accomplished in various ways. Two of the most common ways are by either conducting a PL review conference chaired by the adjutant or by memorandum addressed to each staff officer or subordinate commander presently on distribution for Marine Corps publications. If the memorandum method is used, the memorandum should request that the addressee review their authorized inventories of publications and provide any recommended changes.

(3) Upon completion of the inventory requirements review, consolidate all requested additions, deletions, and quantity changes to the inventory requirements by PCN and enter the adjustments to the PL in the MCPDS.

(4) See paragraph 3210.5 of MCO P5600.31G concerning notification requirements for FMF organizations scheduled for deployment/unit rotation.

b. Navy Department Agencies. Navy Department allowances applicable for Marine Corps use are determined and controlled by the respective components of the Navy Department. Navy Department distribution and allowance lists are published in the Standard Navy Distribution List, Part 1, (OPNAV P09B2-107) (for Marine Corps Fleet Marine Force (FMF) (ground/aviation) organizations) or Standard Navy Distribution List, Part 2 (OPNAV P09B2-105) (for Marine Corps non-Fleet Marine Force (non-FMF) (ground/aviation) organizations). Information and instructions concerning distribution, file maintenance, and requisition of Navy directives are contained in MCO 5215.12 and SECNAVINST 5215.1. Appendix B, paragraph 4, further discusses requisitioning procedures for Navy publications.

5. Maintenance of Publications. The housing and maintenance of publications will be as prescribed in MCO P5215.1. A "read board" consisting of publications of interest to subordinate unit commanders, but not necessary for them to hold, should be established and maintained by the adjutant for the unit commanders to review and initial on a weekly basis.

6. Command Correspondence File. Establish and maintain the command's official correspondence file within the DCP per SECNAVINST 5210.11 and MCO 5210.11. Although you may authorize staff sections to hold copies of command correspondence which they originate and sign "by direction," file the official file copy (yellow manifold or photo copy) of all command correspondence within the DCP. The staff section should maintain only a white manifold or photo copy of such correspondence within their respective staff section. In this manner, correspondence files within staff sections are considered "working files" and not subsidiaries of the command official correspondence file. Staff sections should prepare a yellow copy of all "by direction" correspondence they generate and submit it promptly to the organizational adjutant following signature. The adjutant may then assemble yellow copies of "by direction" correspondence (commonly referred to as a "Day File") in a chronological file, on a daily basis, and route to the organizational commander for review.

7. The DCP should maintain, as a minimum, a copy of the following references which relate to their day-to-day operations.

a. Per enclosure (1) to MCO 5210.11, the following references are applicable to records management:

(1) MCO 5213.7, Marine Corps Forms Management Program (PCN: 10207530000);

(2) MCO 5214.2, Marine Corps Reports Management Program (PCN: 10207550500);

(3) MCO P5231.1, Life Cycle Management for Automated Information Systems (PCN: 10207711300);

(4) OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulations (PCN: 21800150000);

(5) OPNAVINST 5513.1, Department of the Navy Security Classification Guidance (PCN: 21800141000);

(6) SECNAVINST 5210.8, Records Management Program for the Department of the Navy;

(7) SECNAVINST 5210.11, Standard Subject Identification Codes (PCN: 21600280000);

(8) SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual (PCN: 21600355600); and,

(9) SECNAVINST 5216.5, Department of the Navy Correspondence Manual (PCN: 21600400000);

b. Per enclosure (1) to MCO 5210.11, the following references pertain to directives management:

(1) MCO P5215.1, The Marine Corps Directives System (PCN: 10207570000);

(2) MCO P5215.17, The Marine Corps Technical Publications System (PCN: 10207590200);

(3) MCO 5216.11, Congressional Correspondence (PCN: 10207630000);

(4) DPSINST 5215.1, Department of the Navy Directives Issuance System, Consolidated Subject Index (PCN: 71000000000 and 71000000100)

(5) SECNAVINST 5210.8, Records Management Program for the Department of the Navy;

(6) SECNAVINST 5210.11, File Maintenance Procedures and Standard Subject Identification Codes (PCN: 21600280000);

(7) SECNAVINST 5216.5, Department of the Navy Correspondence Manual (PCN: 21600400000);

(8) OPNAV P09B3-105, Catalog of Naval Shore Activities - Includes Part II, Standard Navy Distribution List (Unclassified);

(9) OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulations (PCN: 21800150000); and,

(10) OPNAVINST 5513.1, Department of the Navy Security Classification Guidance (PCN: 21800141000);

c. Additional reference requirements:

(1) MCO P3040.4, Marine Corps Casualty Procedures Manual (PCN: 10203060000).

(2) MCBul 5215 Series, Navy "All Ships and Stations" Checklist (PCN: 71000000400);

(3) MCBul 5600 Series, Marine Corps Warfighting Publications Status (PCN: 10208632900);

- (4) MCO 4420.4, DODADD (PCN: 102054100000).
- (5) MCO 5210.11, Records Management Program for the Marine Corps (PCN: 10207480000);
- (6) MCO P5211.2, The Privacy Act of 1974 (PCN: 10207495000);
- (7) MCO 5215.12, Maintenance of Navy Department Letter-Type Directives (PCN: 10207580000);
- (8) MCO 5600.20, Marine Corps Warfighting Publications System (PCN: 10208640000);
- (9) MCO P5600.31, Marine Corps Publications and Printing Regulations (PCN: 10208650000);
- (10) MCO P5720.56, Availability to the Public of USMC Records (PCN: 10208951200);
- (11) NAVMC 2761; Catalog of Publications (PCN: 10001345000);
- (12) NPFC PUB 2002, Unabridged Navy Index of Publications and Forms (PCN: 20800500000).
- (13) SECNAVINST 5215.1, Department of the Navy Directives Issuance System;
- (14) SL-1-2, Marine Corps Stock List - Index of Authorized Publications for Equipment Support (PCN: 12100000300);
- (15) SL-1-3, Marine Corps Stock List - Index of Publications Authorized and Stocked by the Marine Corps (PASMCI) (PCN: 12100000300); and,
- (16) SL-8-09993A, Marine Corps Stock List of Blank Forms (PCN: 12809993000);

2007. CMS/CMCC

1. The organizational classified files, although an extension of the DCP, are not collocated within the DCP. The duties of the CMS/CMCC may be assigned/redistributed at the discretion of the battalion/squadron commander.

2. The daily operation of the classified files is conducted per current editions or revisions of the following publications and directives and locally established procedures:

a. CMS-4, Communication Security Material Systems (CMS) Manual issued by the Department of the Navy.

b. MCO 2670.1, Procedures for Handling, Accounting and Transporting COMSEC Material (PCN: 10202956900).

c. MCO 5510.15, Control of Security and Access to Property and Places Under Military Command (PCN: 10208490300).

d. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation (PCN: 21800150000).

e. Security Manager's Handbook, published by the Office of Naval Intelligence (ONI).

NAME: _____ GRADE: _____ SSN: _____

REDUCTION LETTER/SPECIAL ORDER _____

1. UD ENTRY _____

PERSONNEL OFFICER: _____

2-11

UA LEGAL ACTIONS CHECKLIST

(LAST NAME	FIRST NAME	MIDDLE INITIAL)	(SSN)
------------	------------	-----------------	-------

(GRADE)	(PLATOON/SECTION)	(COMPANY/BATTERY)
---------	-------------------	-------------------

(TIME & DATE ABSENCE BEGAN)	(TIME & DATE ABSENCE TERMINATED)
-----------------------------	----------------------------------

SURRENDER - YES [] NO []	APPREHENDED - CA [] MA []

ABSENCE FOR LESS THAN 24 HOURS	INITIALS

Unit diary entry. (Ref: MCO P1080.40, MCTFSPRIM) _____

Administrative Determination by Company/Battery/Squadron Commander:

Excuse as unavoidable - Yes [] No []

Prepare UPB sheet - Yes [] No [] _____

UPB sheet (NAVMC 10132) prepared per MCO P5800.8, LEGADMINMAN _____

Company/Battery/Squadron Commander's Action:

Nonpunitive action taken per MCM, 1984, R.C.M. 306(c)(2). Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN) _____

NJP awarded under Article 15, UCMJ. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN) _____

Unit diary entry to report NJP awarded and change of GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM)
Unit Diary # _____ Date _____

Service record entries to reflect "Booker Rights Statement," NJP awarded, and change of GCM commencement date. (Ref: MCO P1070.12, IRAM) _____

Referred to superior authority for action. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN) _____

Superior Authority's Action:

NJP awarded under Article 15, UCMJ. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN) Commander taking action enters initials in item 11 of UPB sheet. _____

Unit diary entry to report NJP awarded and change of GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM) Unit Diary # _____ Date _____

Service record entries to reflect "Booker Rights Statement," NJP awarded, and change of GCM commencement date. Ref: MCO P1070.12, IRAM) _____

Figure 2-2.--Sample Checklist of Required Legal Actions for Unauthorized Absence.

ABSENCE FOR MORE THAN 24 HOURS

Personnel Officer's Action:

Unit diary entry. Ensure corrective action is taken immediately in the event the entry fails to post in MCTFS. (Ref: MCO P1080.40, MCTFSPRIM) _____

Service record entry. (Ref: MCO P1070.12, IRAM) _____

Ensure copy of inventory of all Government property and personal effects is maintained in service record book. (If no items of uniform clothing/personal effects are found, prepare statement accordingly. _____

Prior to the 10th day of UA prepare and mail a letter to the primary next of kin advising of the Marine's status and request assistance in returning the Marine to the parent command. File a copy of the letter on the document side of the field service record until return of the Marine and completion of all administrative/disciplinary action. (Ref: MCO P5800.8, LEGADMINMAN) _____

When a Marine has been in a UA status for 20 days:

(1) Send letter of notification of BAQ entitlement to primary next of kin if BAQ is authorized for reason of dependency (Ref: DODFMR) _____

(2) File a copy of BAQ entitlement notification letter on the document side of the field service record. _____

Prepare a unit diary entry when a Marine in a UA status at the time of arrest by civil authorities to change status to IHCA as of the time and date of arrest. (Ref: MCO P1080.40, MCTFSPRIM) _____

Figure 2-2.--Sample Checklist of Required Legal Actions for Unauthorized Absence--Continued.

RETURN FROM UA LEGAL ACTIONS CHECKLIST

(LAST NAME	FIRST NAME	MIDDLE INITIAL)	(SSN)
------------	------------	-----------------	-------

(GRADE)	(PLATOON/SECTION)	(COMPANY/BATTERY)
---------	-------------------	-------------------

(TIME & DATE ABSENCE BEGAN)	(TIME & DATE ABSENCE TERMINATED)
-----------------------------	----------------------------------

SURRENDER - YES	[]	NO	[]	APPREHENDED - CA	[]	MA	[]

ACCOMPLISH THE FOLLOWING ACTIONS	INITIALS
----------------------------------	----------

1. Unit diary entry. (Ref: MCO P1080.40, MCTFSPRIM)

2. Service record entries. Ensure dates on pages 3 and 12 agree:

a. Page 3, Chronological Record (Ref: MCO P1070.12, IRAM)

b. Page 12, Offenses and Punishments (Ref: MCO P1070.12, IRAM)

NOTE: Refer to DODFMR, par. 10312b and Table 1-3-3 for required administrative determination as to whether the absence was unavoidable.

3. Effect liaison with disbursing officer to determine if allotments were stopped; if so, and Marine desires to reregister the allotments, ensure appropriate action is taken. (Ref: MCO P7220.31, APSM)

4. Government property, individual uniform clothing and personal effects recovered from unit supply officer. (Ref: MCO P4050.38 and MCO P5800.8, LEGADMINMAN)

5. Disposition Action:

a. By immediate commanding officer (company commander)

Excuse as unavoidable - Yes

[]

No

[]

Prepare UPB sheet - Yes

[]

No

[]

(1) UPB sheet (NAVMC 10132) prepared per MCO P5800.8, LEGADMINMAN, to record disposition action.

(2) Nonpunitive action taken per MCM, 1984, R.C.M. 306(c)(2). Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)

(3) NJP awarded under Article 15, UCMJ. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)

(4) Unit diary entry to report NJP awarded and change GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM) Unit Diary # Date

(5) Service record entries to reflect "Booker Rights Statement," NJP awarded, and change of GCM commencement date. (Ref: MCO P1070.12, IRAM)

Figure 2-3.--Sample Checklist of Required Legal Actions Upon Return From UA of More Than 24 Hours Where Marine Not Declared a Deserter.

2-14

RETURN FROM UA LEGAL ACTIONS CHECKLIST

<u>ACCOMPLISH THE FOLLOWING ACTIONS-Continued</u>	<u>INITIALS</u>
b. Referred to superior authority recommending action that could not be legally accomplished at the company level. Complete UPB sheet. (Ref: MCM, 1984 and MCO P5800.8, LEGADMINMAN)	_____
(1) NJP awarded under Article 15, UCMJ. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)	_____
(2) If reduction in grade ordered, prepare correspondence/special order to effect any reduction in grade (not suspended). (Ref: MCO P1400.32, MARCOPROMMAN, VOL 2, ENLPROM and MCO P1000.6, ACTS Manual)	_____
(3) Make unit diary entries to reflect NJP awarded and change GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM)	_____
(4) Make appropriate entries on page 12 of the service record to reflect the NJP awarded and change of GCM commencement date. (Ref: MCO P1070.12, IRAM)	_____
(5) If referred to trial by court-martial, ensure immediate commanding officer is apprised of:	
(a) Sentence of court-martial.	_____
(b) Convening authority's action.	_____
(c) Supervisory authority's action.	_____
(6) Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)	_____
(7) If convicted by court-martial, ensure, if applicable, unit diary entry is made to reflect sentence of court-martial. (Ref: MCO P1080.40, MCTFSPRIM)	_____
(8) Prepare Record of Conviction By Court-Martial (NAVMC 118(13)). (Ref: MCO P1070.12, IRAM)	_____
(9) File duplicate original or certified copy of general or special court-martial promulgating orders on the document side of the field service record. (Ref: JAGINST 5800.7, JAGMAN)	_____
(10) If reduction is ordered and executed, report reduction conduct and duty proficiency marks on the unit diary or GC fitness report. (Ref: MCO P1070.12, IRAM, MCO P1080.40, MCTFSPRIM and MCO P1610.7, PES)	_____
Conduct _____ Duty Proficiency _____	
6. When applicable, notification to parents, spouses, or guardians of person to be tried on serious charges, or who are to be discharged prior to the expiration of their enlistment. (Ref: MCO P1900.16, MARCORSEPMAN)	_____

Figure 2-3.--Sample Checklist of Required Legal Actions Upon Return From UA of More Than 24 Hours Where Marine Not Declared a Deserter--Continued.

CHECKLIST FOR INITIAL LEGAL ACTIONS FOR DECLARATION OF DESERTION

(LAST NAME FIRST NAME MIDDLE INITIAL) (SSN)

(GRADE) (PLATOON/SECTION) (COMPANY/BATTERY)

(TIME & DATE ABSENCE BEGAN) (TIME & DATE ABSENCE TERMINATED)

SURRENDER - YES [] NO [] APPREHENDED - CA [] MA []

1. Policies Regarding Deserters

a. Absentees will ordinarily be carried on the rolls of the organization to which joined or attached during the first 30 days of absence.

b. On the 31st day of absence, or the first working day thereafter, an absentee will be declared a deserter.

NOTE: Marines in the hands of civil authorities will be brought back from a UA status and reclassified as IHCA whenever the state of confinement is determined. If the Marine has already been declared a deserter, the desertion status must be terminated, and the Marine then reclassified as IHCA.

c. Personnel with less than 30 days unauthorized absence will not normally be declared a deserter.

EXCEPTION: UA as a result of escape from arrest, confinement, or from a guard, UA which results in missing movement, or failure to comply with stragglers orders, are grounds for immediate declaration of desertion.

2. When a Marine is declared a deserter, accomplish the INITIALS following actions:

a. Unit diary entry. (Ref: MCO P1080.40, MCTFSPRIM) Ensure the reporting of proficiency and conduct marks IAW the IRAM.

b. Field service record entries, pages 3 and 12. (Ref: MCO P1070.12, IRAM)

c. Prepare and distribute Report of Absentee Wanted by the Armed Forces (DD Form 553) per the instructions contained in MCO P5800.8, LEGADMINMAN.

d. Ensure appropriate health record entries are made by unit medical representative. Ensure health and dental records are picked up from the medical representative and filed with the field service record. In the event the health and/or dental cannot be located, make a page 11 entry in the field service record to reflect this fact. (Ref: Manual of the Medical Department, MANMED)

e. Effect liaison with the disbursing officer to ensure allotments have been stopped. (Ref: MCO P5800.8, LEGADMINMAN and DODFMR)

f. Initiate action to obtain surrender of the Uniform Services Identification and Privilege Card from the dependent(s) of the deserter. (Ref: MCO P5512.11 and MCO P5800.8, LEGADMINMAN)

Figure 2-4.--Sample Checklist of Initial Legal Actions for Declaring a Marine a Deserter.

INITIALS

g. When a Marine is declared a deserter, immediately terminate his/her eligibility in the DEERS database by reason of desertion, then attempt to recover dependent(s) identification card(s). (Ref: MCO P5512.11).

h. If it is believed that the deserter has a dependent receiving health benefits, accomplish notification required by SECNAVINST 6320.18.

i. Prior to dropping the Marine from the rolls of the unit and after the Marine has been declared a deserter, it is necessary that the running of the statute of limitations be tolled. Ensure appropriate charges have been drafted, preferred, delivered, and receipted for by the officer exercising summary court-martial jurisdiction over the Marine. The original charge sheet is inserted in the field service record. (Ref: MCO P1070.12, IRAM)

j. Notify the supply officer that the individual is to be dropped from the rolls as a deserter in order that a checkage for missing/damaged government property can be prepared and inserted in the Marine’s field service record.

k. If required, prepare DC fitness report from the day following last report to the day prior to the first day of reported UA. (Ref: MCO P1610.7, PES)

l. On 91st day of absence, forward field service record, health record, and dental record to the CMC (MHC). (Ref: MCO P1070.12, IRAM)

<p>NOTE: WESTPAC commands will retain the deserter’s SRB for only 60 days. On the 61st day of absence, WESTPAC commands will make appropriate service record and unit diary entries and forward the SRB to the CMC (MHC) for retention. WESTPAC commands will ensure compliance with paragraph 5002.2 of MCO P5800.8C, LEGADMINMAN, prior to forwarding the record. Additionally, WESTPAC commands are required to advise the CMC (MHC), by message, the date the service record is forwarded. See LEGADMINMAN, paragraph 5009.3b(3)(a).</p>
--

Figure 2-4.--Sample Checklist of Initial Legal Actions for Declaring a Marine a Deserter--Continued.

CHECKLIST FOR LEGAL ACTIONS UPON RETURN FROM DESERTION

(LAST NAME	FIRST NAME	MIDDLE INITIAL)	(SSN)
------------	------------	-----------------	-------

(GRADE)	(PLATOON/SECTION)	(COMPANY/BATTERY)
---------	-------------------	-------------------

(TIME & DATE ABSENCE BEGAN)	(TIME & DATE ABSENCE TERMINATED)
-----------------------------	----------------------------------

SURRENDER - YES [] NO []	APPREHENDED - CA [] MA []
- - - - -	

ACCOMPLISH THE FOLLOWING ACTION:	INITIALS
----------------------------------	----------

1. If the deserter surrenders to the organization from which he/she absented himself/herself, he/she will be delivered to the command personnel/assignment office (i.e., Base/Station Adjutant/Personnel Office) for joining and administrative assignment.

2. Upon joining a Marine from desertion, accomplish the following:

a. Unit diary entry. Ensure entry is made to remove mark of desertion, if applicable. (Ref: MCO P1080.40, MCTFSPRIM)

b. Field service record entries. Ensure dates on pages 3 and 12 agree. Ensure entry is made to remove mark of desertion, if applicable. (Ref: MCO P1070.12, IRAM)

c. Correct record of emergency data information. (Ref: MCO P1080.40, MCTFSPRIM)

d. Upon return to military control and to a pay status, SGLI coverage held and any designation of beneficiary(ies) in effect prior to the absence are automatically revived. Ensure preparation and distribution of DD Form 616, Return of Absentee Wanted by the Armed Forces. (Ref: MCO P5800.8, LEGADMINMAN, MCO P1741.8 and MCO P7220.31, APSM)

e. Effect liaison with disbursing and register/reregister allotments desired by the Marine. Reestablish direct deposit, if applicable.

f. Afford Marine the opportunity to make application for BAQ and BAS, if applicable.

g. Recover government property, individual uniform clothing and personal effects from the unit supply officer for delivery to the Marine.

h. If applicable, process the Request for Checkage for Lost, Destroyed, or Damaged Government Property (NAVMC 6). (Ref: UM 4400-15 and UM 4400-124)

i. If declaration of desertion determined to be erroneous due to administrative error, prepare a formal letter explaining reason to each addressee listed on the DD Form 553. (Ref: MCO P5800.8, LEGADMINMAN)

j. Prepare DD Form 1172, Application for Uniform Services Identification Card--DEERS Enrollment and issue a Uniform Services Identification and Privilege Card to Marine's dependent(s), if applicable. (Ref: MCO P5512.11)

k. Return service records to proper custodian. If service records are not held, request service records from former command or the CMC (MHC), as appropriate. If service records are missing, open temporary service record and request copies of service record pages from the CMC (MMSB-10), to include of a copy of the DD Form 1966. (Ref: MCO P1070.12, IRAM and MCO P5800.8, LEGADMINMAN)

Figure 2-5.--Sample Checklist of Required Legal Actions Upon Return From Desertion.

<u>ACCOMPLISH THE FOLLOWING ACTION-Continued:</u>	<u>INITIALS</u>
3. Disposition Action	
a. By immediate commanding officer	
(1) Take nonpunitive action per MCM, 1984. Complete UPB sheet. (Ref: (MCO P5800.8, LEGADMINMAN)	_____
(2) Award nonjudicial punishment under Article 15, UCMJ.	_____
(a) Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)	_____
(b) Make unit diary entry to reflect NJP awarded and change GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM)	_____
(c) Make entry on page 12 of the field service record to reflect "Booker Rights Statement," NJP awarded, and change of GCM commencement date. (Ref: MCO P1070.12, IRAM)	_____
(3) Refer case to superior authority. Complete UPB sheet. (Ref: MCO P5800.8, LEGADMINMAN)	_____
b. By superior authority	
(1) Refer to trial by court-martial, administer NJP, or take nonpunitive action. (Ref: MCM, 1984 and MCO P5800.8, LEGADMINMAN)	_____
(2) Complete UPB sheet and return appropriate copy to immediate commanding officer. (Ref: MCO P5800.8, LEGADMINMAN)	_____
(3) Prepare correspondence or special order to reflect any reduction in grade awarded and not suspended. (MCO P5800.8, LEGADMINMAN and MCO P1000.6, ACTS Manual)	_____
(4) If referred to trial by court-martial, ensure immediate commanding officer is kept apprised of:	
(a) Sentence of court-martial	_____
(b) Convening authority's action on court-martial	_____
(c) Supervisory authority's action on court-martial	_____
c. By immediate commanding officer after receipt of disposition action from superior authority:	
(1) Complete UPB sheet as required by MCO P5800.8, LEGADMINMAN.	_____
(2) Make unit diary entries to reflect NJP awarded and change in GCM commencement date. (Ref: MCO P1080.40, MCTFSPRIM)	_____
(3) If court-martial awarded, ensure unit diary entry is made to reflect sentence of court-martial, when applicable. (Ref: MCO P1080.40, MCTFSPRIM)	_____
(4) Make entries in field service record to reflect change in GCM commencement date and NJP awarded or prepare page 13, Record of Conviction by Court-Martial, as appropriate. (Ref: MCO P1070.12, IRAM)	_____
(5) Notification to parents, spouse, or guardians of persons to be tried on serious charges or who are to be discharged prior to expiration of their enlistment. (Ref: MCO P1900.16, MARCORSEPMAN)	_____

Figure 2-5.--Sample Checklist of Required Legal Actions
Upon Return From Desertion--Continued.

SAMPLE STRAGGLER ORDERS CHECKLIST

(Last Name, First Name, Middle Initial)

(Rank)

(SSN/MOS)

PARENT COMMAND

TELEPHONE NUMBER (DSN or Commercial)

CO/OIC/1stSgt

UA/AWOL SINCE

YES

NO

1. DD Form 553 on file?

2. Marine considered dangerous?

3. Marine considered responsible to comply with straggler orders?

4. Orders marked DUPLICATE ORIGINAL?

5. Hour/date/signature of Marine on original and file copy of orders?

6. GTR issued with "GOOD FOR DESTINATION ONLY, LEAST COSTLY SERVICE AND MODE OF TRANSPORTATION IS TO BE USED" and "GOOD FOR TWO DAYS ONLY" in the fiscal data or special accommodation and requirements block?

7. DD Form 139 issued?

8. Copy of DO receipt on file?

9. CMC message released?

TRAVEL ITINERARY

CARRIER:

FLT #

AIRPORT:

DEP DATE/TIME:

ARR DATE/TIME:

DEP DATE/TIME:

ARR DATE/TIME:

WILL MEALS BE SERVED?

Yes ()

No ()

MEAL TICKET ISSUED?

Yes ()

No ()

MEAL COST:

AIRLINE COST:

BUS LINE COST:

Figure 2-6.--Sample Straggler Orders Checklist.

DD FORM 553 COMPLETION INSTRUCTIONS

Block 1. DATE FORM IS PREPARED. Enter date of preparation, year/month/day; e.g., 90/12/28.

Block 2. TO BLOCK. One of three major entries are usually entered in this block.

OQR/SRB of Marine [absentee],

CMC (MHC), or

See Distribution List.

Block 3. ORGANIZATION OR ACTIVITY AND PLACE FROM WHICH ABSENT. Enter the absentee's organization or activity and place from which absent. If UA occurs while in transit, list old and new units in Block 36, Remarks. (Source of information: SRB/OQR, page 3.)

Block 4. DISTRIBUTION

1. Forward the original DD Form 553 to the CMC (MHC) within seven days of declaring a Marine a deserter.

2. Copy on document side of the service record.

3. Copy to primary next-of-kin. (Source of information: RED in the SRB/OQR.)

4. Copy to units assigned reporting and prisoner escort responsibilities. (See MCO P5800.10.)

Block 5. ABSENTEE IDENTIFICATION

a. NAME. Enter the last name, first name, and middle initial, in that sequence.

b. GRADE OR RATE. Enter the military grade/rate (name and code) of the named absentee; for example, Private, Airman Basic, Seaman Recruit, E-1; Corporal, E-4; etc.

c. SEX. Enter the absentee's sex; i.e., Male (M), or Female (F).

d. RACE. Enter the absentee's race code as contained in the MCTFS. See MCO P1080.20, MCTFSCODESMAN for code definitions.

e. PLACE OF BIRTH. Enter the city, state, and country, in that order. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in SRB/OQR.)

f. DATE OF BIRTH. Enter the absentee's date of birth, year/month/day; e.g., 45/12/01. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in SRB/OQR.)

g. HEIGHT. Enter the absentee's height in inches; e.g., 72". (Source of information: Medical Record.)

h. WEIGHT. Enter the absentee's weight in pounds. (Source of information: Medical Record.)

i. EYES (COLOR). Enter the color of the absentee's eyes; i.e., blue (BL), green (GR), black (BK), brown (BR), or hazel (HA). (Source of information: Medical Record.)

j. HAIR (COLOR). Enter the color of the absentee's hair; i.e., brown (BR), black (BK), blonde (BL), gray (GR), red (RD), bald (BA), or white (WH). (Source of information: Medical Record.)

k. DIP CONTROL NO. (Deserter Information Point Control Number). Enter the appropriate sequential DIP Control Number assigned by the using agency to account for cases entered into the National Crime Information Center (NCIC) of the FBI. If unknown, leave blank.

l. SERVICE. Enter the code for the absentee's branch of service; i.e., Army (A), Navy (N), Marine Corps (M), or Air Force (F).

m. SOCIAL SECURITY NO.. Enter the absentee's SSN. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in the SRB/OQR.)

n. CITIZENSHIP. Enter the country of which the absentee is a citizen. (Source of information: NAVMC 763 or DD Form 1966 in the SRB/OQR.)

o. MARITAL STATUS. Enter Married, Single, Divorced, Widow, or Widower as appropriate.

Figure 2-7.--Completion Instructions for DD Form 553
(Absentee Wanted by the Armed Forces).

p. MILITARY OCCUPATION. Enter the absentee's specific primary MOS and title. (Source of information: SRB/OQR, page 8a.)

q. CIVILIAN OCCUPATION. Enter the absentee's prior civilian employment. Enter specific job skills. (Source of information: SRB/OQR, page 8a.)

r. PERMANENT RESIDENCE ADDRESS OF ABSENTEE. Enter the absentee's permanent residence address, including ZIP code. (This is normally the primary next-of-kin's address.)

Block 6. DATE AND PLACE OF CURRENT ENLISTMENT. Enter the most recent date and place the absentee signed an enlistment or appointment contract, i.e., year/month/day/place, in that sequence.

Block 7. DATE AND PLACE OF ENTRY INTO CURRENT PERIOD OF SERVICE. Enter the date and place of entry that the absentee physically reported for active duty on current enlistment, i.e., year/month/day/place, in that sequence. If the date is the same as the date entered in block 22, enter "Same as 22." (Source of information: DD Form 4, NAVMC 763, DD Form 1966, and/or page 3 in the SRB/OQR.)

Block 8. ATTACH PHOTOGRAPH (If available)

Block 9. DATE AND HOUR OF ABSENCE. Enter the date and hour of reporting absence, i.e., year/month/day/hour (95/06/14/1830), in that sequence.

Block 10. ADMINISTRATIVE DATE OF DESERTION. Enter the date on which the absentee was administratively classified a deserter, i.e., year/month/day, in that sequence.

Block 11. ESCAPED OR SENTENCED PRISONER. Enter the status of absentee by marking the appropriate box. For escaped or sentenced prisoners, indicate in the appropriate space the specific offense (civil or military) for which convicted. If military, include reference to the appropriate punitive article of the UCMJ.

Block 12. DISCHARGE STATUS. Enter the absentee's discharge status by marking the appropriate box.

Blocks 13 through 15. OPERATORS LICENSE NO., ETC. These blocks are self-explanatory. Information for these blocks will normally come from the Provost Marshall Office (PMO). If information is unknown, enter the word "Unknown" in each block.

Block 16. NAMES AND ADDRESS OF RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE. Enter the absentee's nearest relatives, friends, and other persons most likely to have some knowledge or indication of the absentee's whereabouts. Enter their name, address, and ZIP code. List additional names in Block 36, Remarks. (Source of information: RED in SRB/OQR, interview, etc.)

Block 17. CERTIFICATION. May be used by military and civilian law enforcement authorities to obtain search or arrest warrants). Complete each line carefully. The information displayed in this block will likely be the determining factor in whether the request for a warrant by law enforcement authorities is approved or denied. Complete every block in this part with precision and detail.

Block 18. COMMANDING OFFICER'S INFORMATION. All copies must contain an original signature.

Block 19. REMARKS

1. List peculiar habits and traits of character, unusual mannerisms and speech, peculiarities in appearance, clothing worn, aliases (names), marks and scars, tattoos, facial characteristics, complexion, posture, build, other SSN's used by the individual, or other data that may assist in identification.
2. List known facts, i.e., armed and dangerous, drug user, suicidal tendencies, escape risk, etc., in CAPITAL LETTERS.
3. WESTPAC units with FPO and APO addresses will include a comment to the effect that the absentee deserted in CONUS or in a specific foreign country.
4. When a Marine is dropped to desertion prior to the 30th day of UA, the unit will indicate the reason for dropping the Marine to desertion.
5. Use letter-size bond paper for continuation of remarks or blocks on the front of the form.

Figure 2-7.--Completion Instructions for DD Form 553
(Absentee Wanted by the Armed Forces)--Continued.

DD FORM 616 COMPLETION INSTRUCTIONS

Block 1. DISTRIBUTION. Same as the DD Form 553.

Block 2. NAME. Enter the servicemember's name (last name, first name, middle initial).

Block 3. SERVICE. Enter the service code of the absentee; i.e., Army (A), Navy (N), Marine Corps (M), or Air Force (F).

Block 4. SOCIAL SECURITY NO.. Enter the SSN of the servicemember.

Block 5. GRADE OR RATE. Enter the grade or rate of the servicemember.

Block 6. FORMER ABSENTEE STATUS

1. 6a. FORMER STATUS. Enter an "x" in the appropriate block to indicate if the servicemember was an escaped or sentenced prisoner, absentee, or deserter.

2. 6b. DATE AND HOUR ABSENCE BEGAN. Enter the date and hour the absence began; i.e., year/month/day/hour 95/06/14/1830), in that sequence.

3. 6c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT. Enter the complete mailing address of the organization the servicemember is absent from.

Block 7. CIRCUMSTANCES OF ABSENTEE'S RETURN

1. 7a. MODE OF RETURN. Place an "x" in the block to indicate how the servicemember was returned to military control.

2. 7b. INDICATE AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED. Place an "x" in the appropriate block to indicate who the servicemember surrendered to or was apprehended by.

3. 7c. PLACE OF INITIAL RETURN. Enter where the servicemember initially returned.

4. 7d. DATE AND HOUR OF INITIAL RETURN. Enter the date and hour of initial return, i.e., year/month/day/hour (95/06/21/0930), in that sequence.

5. 7e. REQUIRED ACTION. Enter required action by placing an "x" in the appropriate box.

6. 7f. MILITARY ORGANIZATION AND INSTALLATION OR CIVIL LOCATION. Enter the complete mailing address or the servicemember's location.

7. 7g. DATE RETURNED TO MILITARY CONTROL. Enter the date the servicemember returned to military control, i.e., year/month/day (95/06/21/0930), in that sequence.

Block 8. DISPOSITION OF ABSENTEE

1. 8a. ACTION BY MILITARY AUTHORITIES. Place an "x" in the appropriate box.

2. 8b. TO. Enter the complete organizational address of the command that is in charge of the absentee (joining command).

3. 8c. COST OF TRANSPORTATION. Enter the amount of the ticket purchased to return the absentee back to his/her unit.

Block 9. REMARKS. This block is used to place any remarks that the command deems necessary. You should include in the remarks section the location of the individual's service and health records.

Block 10. TYPED NAME, GRADE, TITLE, AND ORGANIZATION. Type the name, grade, title, and organization of the person who will be signing this form.

Figure 2-8.--Completion Instructions for the DD Form 616
(Report of Return of Absentee Wanted by the
Armed Forces).

Block 11. SIGNATURE. The person publishing this form will sign this block. An original signature is required on all copies.

Block 12. DATE. Enter the date the form is being published (signed) in this block.

Figure 2-8.--Completion Instructions for the DD Form 616
(Report of Return of Absentee Wanted by the
Armed Forces)--Continued.

COMPANY/BATTERY COMMANDER’S PUBLICATION REQUIREMENTS

<u>PUBLICATION</u>	<u>PUBLICATION CONTROL NUMBER</u>
MCO P1020.34, Marine Corps Uniform Regulations	10200150000
MCO P1040.31, Enlisted Career Planning and Retention Manual	10200280200
MCO P1050.3, Regulations for Leave, Liberty, and Administrative Absence	10200310000
MCO P1610.7, Performance Evaluation System (PES)	10202100000
MCO P5800.8, Marine Corps Manual for Legal Administration (LEGADMINMAN)	10209190000
Manual for Courts-Martial, United States, 1984	50100339000
MCO P10120.28, Individual Clothing Regulations (ICR)	10210880000

NOTES:

1. FMFM’s and LFM’s may be controlled by the battalion training/operations section (S-3). The number of copies required to support the companies/batteries will be incorporated into the battalion’s PL and issued to the companies/batteries on an as required basis. Technical publications also may be maintained and issued by the battalion operations section to the companies/batteries in a similar manner.
2. This is only a recommended listing of publications; make additions/deletions to meet organizational requirements.

Figure 2-9.--Recommended Listing of Publications to Support
Company/Battery Commanders.

CHAPTER 3

THE PERSONNEL SECTION

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FIGURE

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CHAPTER 3

THE PERSONNEL OFFICE

3000. GENERAL. The personnel office has cognizance over all personnel administration within the organization. The administrative chain of command under consolidated administration is from the individual via the organizational commander to the action addressee. The unit commander, although not eliminated from the administrative chain, is not required to formally endorse personal requests. When appropriate, the unit commander's remarks will be solicited and incorporated within the organizational commander's endorsements or comments.

3001. FUNCTIONS OF THE PERSONNEL SECTION. Charts depicting recommended organizations for a battalion personnel and squadron administrative section are contained in figures 3-1 and 3-2, respectively. The personnel officer will head the section and should maintain a complete turnover file and desktop procedures. The personnel officer will be authorized in writing to authenticate entries in official records, and sign for the unit or organizational commander "By direction". Duties and organizational charts may vary from organization to organization based upon mission assigned.

1. Personnel Section's Administrative Responsibilities. The responsibilities of the personnel section include, but are not limited to, the following:

a. MCTFS. All MCTFS reporting will be done under the organizational reporting unit code (RUC). The personnel officer will establish a managerial program to ensure compliance with the requirements of MCO P1080.40 (MCTFS PRIM). It is imperative that a concerted effort be directed toward achieving timely and accurate reporting of MCTFS information. Any inaccurate or tardy submissions of reportable information into MCTFS should not be tolerated.

b. Preparing personnel accounting and status reports.

c. Preparing, maintaining, accounting for, and ensuring security of field service records. All field service records will be controlled and accounted for at all times (see MCO P1070.12). Each battalion/squadron must develop internal procedures by which the duty officer may gain immediate access to field service records in case of emergency.

d. Preparing, endorsing, and distributing of Permanent Change of Station, Permanent Change of Assignment, Temporary Additional Duty orders and command Special Orders.

(1) Automated Order Writing Process (AOWP). PCS orders are issued through various means. Permanent change of station orders issued through MCTFS are accomplished by AOWP. Order writing functions will be coordinated by the personnel office. Particular attention must be given to the acknowledgement of AOWP PCS orders per MCO 1326.5; the timely and accurate completion of all screening checklists (i.e., for drill instructor (DI), Marine security guard (MSG), independent and recruiting duty); and, the prompt detachment of personnel in the execution of transfer or reassignment orders. In the interest of time/work reduction, the AOWP PCS orders issued through MCTFS should be the document stamped "Original Orders" and forwarded to the individual in receipt of orders (see appendix B). The information contained in the AOWP PCS orders need not be retyped.

(2) Endorsements. Rubber stamp or letter-type endorsements, as required, will suffice when the orders are forwarded via the chain of command. Refer to MCO P1000.6 (ACTS).

e. Making personnel assignments and monitoring the command's personnel assets. All personnel assignments will be controlled and coordinated through the personnel office. The personnel officer must ensure that available personnel assets are equitably apportioned. Requests for additional personnel will be referred to higher headquarters when the assets of the organization are below established staffing goals.

f. Preparing morning reports.

g. Processing separations.

h. Processing reenlistments and extensions of enlistment.

i. Controlling check-in and check-out procedures.

j. Preparing personnel status reports.

k. Preparing leave authorizations.

l. Preparing personnel rosters.

m. Preparing and accounting for military identification cards.

n. Preparing applications for dependent identification cards and maintaining the accuracy of information contained in the DEERS data base for assigned personnel.

o. Preparing and accounting for meal cards.

p. Preparing and submitting bond and allotment requests.

q. Monitoring enlisted promotion eligibility and preparing promotion warrants.

r. Conduct training as required.

2. Administrative Support to Individual Marines and to Unit Commanders. The personnel office provides administrative support to the individual Marine and to the unit commanders. Administrative support involves the preparation of personal requests from the individual and other administrative matters to include unit commander's recommendations, etc.

3. References. The personnel section should have on hand, as a minimum, a copy of the following references:

a. Department of Defense Financial Management Regulations, Volume 7A, DOD Military Pay and Allowances Entitlements (Military Pay Policy and Procedures - Active Duty and Reserve Pay) (DODFMR) (PCN: 74000000100);

b. JAGINST 5800.7, Manual for the Judge Advocate General (JAGMAN) (PCN: 40900580000);

c. Manual for Courts-Martial, United States, 1984 (PCN: 50100339000; Binder - 50100339060);

d. MCO P1000.6, ACTS Manual (PCN: 10200010000);

e. MCO P1001R.1, MCRAMM (Reserve commands only) (PCN: 10200030000);

f. MCO P1040.31, Enlisted Career Planning and Retention Manual (PCN: 10200280200);

g. MCO P1040R.35, Reserve Career Planning and Development Guide (Reserve commands only) (PCN: 10200280600);

h. MCO P1050.3, Regulations for Leave, Liberty, and Administrative Absence (PCN: 10200310000);

i. MCO P1070.12, IRAM (PCN: 10200430500);

j. MCO P1070.14, Contents of Official Military Personnel Files (OMPF) (PCN: 10200430700);

k. MCO P1080.20, MCTFSCODESMAN (PCN: 10200470000);

l. MCO P1080.40, MCTFSPRIM (PCN: 10200570500);

m. MCO P1200.7, MOS Manual (PCN: 10200760000);

n. MCO P1300.8, Marine Corps Personnel Assignment Policy (PCN: 10200820000);

o. MCO P1400.31, MARCORPROMMAN, VOL 1, OFFPROM (PCN: 10201150100);

p. MCO P1400.32, MARCORPROMMAN, VOL 2, ENLPROM (PCN: 10201150200);

q. MCO 1510.53, Individual Training Standards System for Personnel and Administration Occupation Field 01 (PCN: 10201653500);

r. MCO P1610.7, Performance Evaluation System (PES) (PCN: 10202100000);

s. MCO 1610.11, Performance Evaluation Appeals (PCN: 10202110400);

t. MCO 1610.15, Enlisted Substandard Performance Notification (PCN: 10202110600);

u. MCO P1741.8, Government Life Insurance Manual (PCN: 10202440000);

v. MCO P1741.11, Survivor Benefit Plan (PCN: 10202460100);

w. MCO P1751.3, Basic Allowance for Quarters (BAQ) for Marines with Dependents (PCN: 10202550000);

x. MCO P1900.16, MARCORSEPMAN (PCN: 10202730000);

y. MCO P3000.15, Manpower Unit Deployment Program SOP (PCN: 10203045500);

z. MCO P3040.4, MARCORCASPROCMAN (PCN: 10203060000)

- aa. MCO 4650.30, Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas (PCN: 10206400000);
- bb. MCO P4650.37, MCTIM (PCN: 10206420400);
- cc. MCO P5000.14, MCAP (PCN: 10207021000);
- dd. MCO P5200.22, Marine Corps Video Inquiry System (MCVISUM)(PCN: 10207460400);
- ee. MCO 5216.19, Administrative Action (AA) Form (PCN: 10207631000);
- ff. MCO P5512.11, Identification Cards for Members of the Uniform Services, Their Dependents, and Other Individuals (PCN: 10208570300);
- gg. MCO P5800.8, Marine Corps Manual for Legal Administration (LEGADMINMAN) (PCN: 10209190000);
- hh. MCO 6000.1, Active Duty Dependents Dental Plan (PCN: 10209300000);
- ii. MCO 6100.10, Weight Control and Military Appearance (PCN: 10209350200);
- jj. MCO 6320.2, Administration and Processing of Hospitalized Marines (PCN: 10209510000);
- kk. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS); Policy for (PCN: 10209830000);
- ll. MCO P7220.31, Automated Pay Systems Manual (APSM) (PCN: 10209910000);
- mm. MCO P7220.42, Reserve Manpower Management Pay System Field Procedures Manual (RFPM) (Reserve commands only) (PCN: 10209912700);
- nn. MCO P7220.45, Bond and Allotment Manual (PCN: 10209913700);
- oo. MCO 10110.47, Basic Allowance for Substance (BAS) (PCN: 10210861700);
- pp. NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (PCN: 20360340000);
- qq. NTP 3, Telecommunications Manual (PCN: 50100378000);
- rr. SECNAVINST 5210.11, Standard Subject Identification Codes (PCN: 21600280000);
- ss. SECNAVINST 5216.5, Department of the Navy Correspondence Manual (PCN: 21600400000);
- tt. UDS-1080-02, Unit Diary System User's Manual (PCN: 18710800200);
- uu. UM-OLDS, User's Manual for the On-Line Diary System (PCN: 10000001500);
- vv. USN PLAD 1, Message Address Directory (PCN: 50100379100);
- ww. Worldwide Geographic Location Codes (PCN: 50100900000).

3002. PERSONNEL OFFICER. The personnel officer serves as a special staff officer for the organizational commander and is responsible for the supervision of the personnel section within the CAC. The responsibilities of the personnel section include but are not limited to those listed in paragraph 3001.1.

3003. PERSONNEL CHIEF. The personnel chief (administrative chief at the squadron level) acts as the senior administrative assistant to the personnel officer and should ensure that complete and detailed desktop procedures and turnover files are maintained for each functional area.

1. Supervision and Instruction. The personnel/administrative chief must be aware of all aspects of the section's functioning, must control the flow of paper work, establish priorities, and supervise tasks to their completion. The personnel/administrative chief should organize training sessions to ensure the professional qualifications of the administrators assigned to the section are maintained. Cross-training of clerks in other jobs/tasks is essential and quality control is imperative. Teamwork must be emphasized. The success or failure of the personnel section to provide administrative support to the individual Marine does not depend upon any single element of the administrative process.

2. Administrative Control Point. The personnel/administrative chief functions as the central administrative control point within the personnel section. The personnel/administrative chief must establish a system of review to ensure that all administrative deadlines are met. A 1- to 31-day suspense folder and daily activity planning calendar are recommended as key elements for managing the administrative control point. The first act of each work day should be the review of the suspense folder and the daily plan to ensure that all required actions will be promptly and accurately accomplished.

3. Promotion Procedures. All enlisted records should be screened monthly to determine the promotional status of the individual per current directives. The cooperation of unit commanders is absolutely essential in providing current training information, and accumulated bonus points for each respective promotion cycle. All composite score data elements must be reported into MCTFS in a timely manner.

4. Quality Control. Quality control and the reduction of errors are of paramount importance. For routine correspondence, utilize the corrective procedures authorized by SECNAVINST 5216.5, Department of the Navy Correspondence Manual. The use of the administrative action form (NAVMC 10274) is encouraged. Make endorsements, if required, brief and factual. Rubber stamp endorsements on the AA form itself is considered appropriate, if the endorsement is neat and legible.

5. Physical Conditioning and Battle Skills Training/Essential Subjects Training. In addition to technical training and instruction, the personnel/administrative chief should ensure the section personnel receive battle skills/essential subjects training, regular physical conditioning, and individual training to include weapons qualification firing. A recommended method is the use of a port/starboard training plan to accomplish these requirements. Implementing such a plan would ensure that both the administrative processes continue and individual training is accomplished.

3004. SECTION CHIEF. The four main sections contained in the personnel section are service records, MCTFS (unit diary/pay), order writing/correspondence, and discharge and reenlistment which are further discussed below. Each section is controlled by a section chief who serves as a quality control buffer for completion of assigned tasks. The section chief's responsibilities include, but are not limited to:

- a. Directing all personnel and functions of the section to which assigned.
- b. Performing the duties of the personnel/administrative chief in their absence or when directed.

3005. SERVICE RECORDS SECTION. The service records section is responsible for maintaining correct and current information in all field service records on hand. The accessibility and accountability of field service records are of primary importance. Ensure proper security of field service records is maintained. The duties of this section include, but are not limited to, the following:

1. Control and Accountability of Service Records. Commanding officers must have ready access to the field service records of Marines under their command. The personnel section must also maintain a system of control and accountability of these records. As such, a locally prepared service record control form may be used to account for each record held. All field service records are considered to be confidential in nature and must be returned to the personnel section at the close of each workday or the control form annotated to show their location, i.e., career planner, battalion sergeant major, etc. Due to the record's confidentiality, do not divulge information from it except to persons properly and directly concerned. For Reserve units only, accomplish an audit of "on hand" records in conjunction with the monthly audit of the Unit Verification Roster.

2. Audits. All field service records must be given a periodic, detailed audit. Establish documented internal controls to ensure MCTFS reportable information is reported accurately and in a timely manner, and that comprehensive joint audits are performed when required. The MCTFSPRIM, and MCO P7220.31 (APSM) contain audit responsibilities of the commander. The use of a checklist for auditing field service records is encouraged and recommended. Figure 3-3 provides a sample service record audit checklist. Use great care to ensure that any checklist used is kept current. Update checklists at the local command level to ensure administrative personnel are aware of the most recent changes or revisions to Marine Corps publications. It is imperative that pay-related problems be identified and corrective action initiated immediately. Units which accomplish a comprehensive review of service records as a part of the normal joining process achieve a lower ratio of error than that achieved by units which fail to review the records when personnel are joined. Accomplish those items identified during the audit which require correction or update as expeditiously as possible, particularly when the individual is required to sign the entry or form. Give particular attention to updating Records of Emergency Data (RED's), Servicemen's Group Life Insurance (SGLI) election forms, DD Forms 1172, Dependency Applications, Variable Housing Allowance (VHA) certifications, DD Form 2494, etc. and, if required, accomplishing Defense Enrollment Eligibility Reporting System (DEERS) enrollment of dependents acquired en route. Ensure those items on the BIR/BTR (RBIR/RBTR for Reserves) which comprise elements of the composite score for promotion are accurate and up-to-date.

3. LES, BIR/BTR and RED Procedures. The service records section chief will ensure accuracy and timeliness of the audits process. Errors which require the correction or updating of MCTFS data should be immediately passed to the unit diary section for action. Whenever possible, the individual Marine should be present for the audits. The PRIM contains provisions which apply when a Marine is not available to assist in the audit.

<p>NOTE: The importance of complete and accurate audits cannot be overemphasized. The SRB/OQR is an important source document of information to be used in updating MCTFS.</p>
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4. Missing Field Service Records. In the event an SRB/OQR is misplaced or lost, or an individual reports to the unit without the SRB/OQR, refer to MCO P1070.12.

5. Career Sea Duty (CARSEA) and Accumulated Deployment Time (ADT). In conjunction with the unit diary section, the service records section will maintain accountability for all personnel assigned to deploying elements of the command, and ensure that CARSEA and ADT records are maintained correctly. The unit diary section will report periods of CARSEA and ADT into the MCTFS. Unit commanders will provide proper deployment time to the personnel officer to ensure accountability.

3006. MCTFS (UNIT DIARY/PAY) SECTION

1. Daily operation of the MCTFS section will encompass, but not be limited to, the following:

a. Timely and accurate reporting of the MCTFS items required by the MCTFSPRIM and contained in MCO P1080.20 (MCTFSCODESMAN). This section should prepare and submit a unit diary for each day a reportable event occurs (normally each workday). Units must certify their UD's to be transmitted with the schedule set by the Manpower Information Systems Support Office (MISSO), but not later than 1 day after the day of preparation.

b. Internal controls to ensure accurate accountability of data. These procedures must ensure all reportable information is in fact reported and processed by MCTFS. Desktop procedures and tickler files can be included. As a minimum, consider the following areas: audit requirements, billet responsibilities, document flow within the unit diary/pay section, and relationship with other offices and sections.

c. Thorough, accurate auditing or review of all MCTFS reports per the MCTFSPRIM. These reports include, but are not limited to, the following:

- (1) Diary Statistics Report (DSR)
- (2) Diary Feedback Report (DFR)
- (3) Diary Management Report (DMR)
- (4) Diary Retrieval System (DRS) (Option 23)
- (5) Inconsistent Conditions Report (ICR)
- (6) Basic Individual Record (BIR)/Basic Training Record (BTR)
- (7) Education Record (EDU)
- (8) Individual Deployment Record (IDR)
- (9) Leave and Earnings Statement (LES)
- (10) Record of Emergency Data (RED)
- (11) Record of Service (ROS)

d. Prompt, accurate reporting of all MCTFS data is essential. Upon submission of the unit diary to the authenticating officer for signature, and/or certification, the diary must be accompanied by all source documents. Source documents pertaining to pay must be retained in the unit for future reference. Liaison with the MISSO is encouraged when attempting to resolve MCTFS problem areas.

e. Receiving, auditing, and consolidating the individual company/battery/section morning reports. Accurate and timely morning reports are the basis for the effective operation of the unit diary section. A standardized procedure should be established and enforced to ensure that daily personnel information is current and accurate. Morning reports should be delivered to the personnel section no later than 0800 each work day. The morning reports should be audited and consolidated at the battalion/squadron and the organizational morning report prepared. Copies of the subordinate units' morning reports will be attached to the file copy of the organization's morning report for backup. This action should be completed by 1000 each work day. Morning report files and subordinate unit input will be forwarded to the DCP for retention.

f. The accountability of personnel status should be maintained in a current state and should include, but not limited to, the following:

- (1) Total strength
- (2) Number of personnel on leave
- (3) Number of personnel TAD/Deployed

- (4) Number of personnel UA/Deserter/IHCA
- (5) Number of personnel in the hospital
- (6) Number of personnel confined
- (7) Number of personnel assigned to the Fleet Assistance Program
- (8) Number of personnel attached
- (9) Number of personnel chargeable
- (10) Number of personnel nonchargeable

2. On-Line Diary System (OLDS)/Unit Diary System (UDS)

a. Purpose of the OLDS. The purpose of the OLDS is to serve as the mechanism for collection of data for input to the MCTFS data base and includes all feedback pertaining to that input. Specifically, OLDS will:

- (1) Provide the user the capability to input information through transaction production to update the MCTFS data base.
- (2) Provide for thorough and accurate detection of errors in a timely manner which will enable errors to be corrected within minimal time frames.
- (3) Provide the user the capability to review and certify reported data.
- (4) Provide a controlled means of inputting data for processing, updating the master records, and updating historical and advisory feedback information to the originator.
- (5) Assist the user with as much generated and prompted information as required to enable accurate and timely input, research, correction, and audit of functional data.

b. Functions of the OLDS/UDS. The OLDS/UDS supports both administrative and disbursing personnel in the accomplishment of their respective duties. The major functions performed by OLDS/UDS include the preparation of diaries and payrolls, the ability to detect and correct errors, certification of the completed diaries, input of the certified data into the update cycle, retention of the transaction or payment data for audit purposes, and the ability to provide feedback statistics pertaining to the system's performance.

c. DFR's. The OLDS/UDS is a dynamic and growing system. As with any system, we continuously strive to enhance system functions. In the past and with current systems we've had to work reports and annotate documents. With OLDS/UDS, the reports are generated by exception rather than the rule. DFR's provide the RU commander with the means to monitor the status of information reported on the UD, entered by CMC, and machine-generated by the computer system. This report contains the DSR, Rejected Transactions, and Advisories/PUREX messages. A DFR must be requested and worked following every MCTFS cycle. The DFR cover page contains basic unit and cycle information, complete with a preprinted signature block. To retrieve this report, select option "E" from the OLDV menu. The DFR is broken up into the following parts:

- (1) Part I Diary Statistic Report. This report contains statistics for diaries processed and the status of diaries not processed. The DSR serves the unit by providing a current status on diaries, a means of tracking processed diaries, a means of tracking unprocessed diaries, and a means of monitoring accepted and rejected transactions. The Diary Statistics portion will reflect statistics of all diaries that processed in the cycle requested. If no cycle is requested, part I will contain all diaries processed for that RUC.
- (2) Part II Rejected Transactions. This report contains errors requiring corrective action by the RU commander or finance (disbursing) officer. In addition, the report contains the reason for failure of the transaction by code and English statement. Units are required to research the failed transaction and make corrections as appropriate.
- (3) Part III Advisory Report. This report contains advisory information for the reporting unit generated from several different modes of input and are not connected to a particular UD submitted by the unit. Caution must be taken to ensure each advisory message is analyzed on its own merit.

d. Unit Reports

(1) Unit/SSN Personnel Roster. This roster lists all personnel in the unit for gains and losses reported on the UD that completed processing prior to the date the roster was created. Names will appear on the roster in SSN order without regard to grade. It contains selected data elements to assist the unit with personnel management.

(2) Unit Promotion Roster. This roster provides an accounting of unit personnel, as of the date of the report, in alphabetical order, by rank sequence. It contains selected data elements to assist the unit with monitoring training and promotions.

(3) Unit Annual Audit Roster. This roster lists all members of the RU with an anniversary date for the current month. It provides the unit with a means to monitor and control annual audits and record screenings. It includes data regarding the Anniversary Audit Process, annual screening for the Reserve, and medical status information.

(4) Unit Pay Entitlements Roster. The Unit Pay Entitlements Roster is produced during the end-of-month cycle and MISSO-17 will mail it to each RU with their other monthly reports. It contains pay-related data elements which are crucial to correct pay and is intended to give the RU audit/research information.

(5) SMCR Alpha Roster. The SMCR Alpha Roster lists each member of the CRUC in alphabetical order, officers followed by enlisted. It is produced at the end of the month and mailed to RU's by MISSO-17.

(6) SGLI Action Report for MTU Members (MCRSC). This report contains information on SGLI for MTU members and is to be used by the MCRSC MTU supervisor to manage SGLI for MTU members. This report is produced at the end of the month and mailed to the CG MCRSC by MISSO-17.

(7) LES Production Errors Report. This report is necessitated by the implementation of state tax deduction from reservist's pay.

(8) Reserve Education Report. This report allows RU's to verify information on service schools, MCI courses, and off-duty education courses.

3. OLDS-FMF Overview. On-Line Diary System for the Fleet Marine Force (OLDS-FMF) is designed to provide commanders down to the battalion/squadron and separate company level organic on-line diary equipment.

a. Purpose. The purpose of the OLDS-FMF is to provide the local commander with the capability of more efficient input to Class I Automated Information Systems (AIS) such as MCTFS, Supported Activities Supply System (SASSY), and Marine Corps Integrated Maintenance Management System (MIMMS).

b. Theory

(1) The OLDS-FMF applications (Class IA and Class IB) provide for direct data capture into major systems by using a combination of "prompting" or "talk through" instructions. These applications provide a step-by-step guide for data input with an editing feature that enhances format accuracy. This reduces the time required for such actions and greatly increases accuracy for systems-acceptance purposes. This information is then automatically recorded on a diskette and is ready for delivery to the MISSO. The diary delivered to the MISSO must be the final (smooth) copy. (An asterisk appears next to the version control number on all rough copies.)

(2) Unit commanders are able to develop or share local applications for use in improving their local management functions.

(3) The OLDS-FMF also supports HQMC functional managers.

(4) Commanders desiring development of local applications should request support per local automated data processing procedures. The Marine Corps Distributed Systems Activity (MCDSA) maintains and publishes a library of Class IV program abstracts which are available to commanders for local use.

c. Weekly CUDDDB Reconciliation Process

(1) The CUDDDB reconciliation process is an integral part of UD/MIPS. It was designed as a means to ensure the accuracy of the CUDDDB so that up to date information can be accessed by the local commander. The overall objective of this process is to allow the RU to effect changes to its data base which were reported by a different source; for example, HQMC, MISSO, or TAD/FAP unit and to reconcile conflicts between what the commander reported and what posted to the CMF. It may be done more frequently, if desired.

(2) The reconciliation process will be normally accomplished on a weekly basis at the local Regional Automated Services Center (RASC). For those RU's located near the RASC, the reconciliation (TRECON) diskette is delivered to the RASC by the MISSO for copying of the data. The diskettes are then picked up by the MISSO and distributed to the RU's. For those RU's geographically located away from the RASC, the TRECON data is forwarded via phone lines (remote job entry) or mailed. RJE site coordinators deliver the diskettes the local RASC for copying of the data.

(3) The RU must ensure receipt and processing of the TRECON diskette on the day after production. This is a must because the TRECON process compares the VEF1200 against the CUDDDB, and it is more advantageous for the RU to complete this process when both files are as similar as possible.

(4) To process the TRECON diskette, the RU selects the CUDDDB Retrieval System from UD Main Menu. The RU will then mount the TRECON diskette in the drive requested on the screen or identify the path to the previously downloaded TRECON file as prompted.

(5) Once the reconciliation has been completed, the TRECON diskette must be returned to the MISSO or the MCTFS site coordinator, as appropriate. The RU has no further use for it. Never attempt to print query reports from the TRECON diskette.

4. Pay Entitlements Decision Logic Tables (DLT's). The DODFMR, JFTR, and MCO P7220.31, APSM, provide DLT's which units may use in determining pay entitlements.

5. Items Frequently Appearing as Discrepancies in Inspection Reports. The following areas have been identified as potential problem areas:

a. Master Electronic Signature (M-ELSIG). Ensure the M-ELSIG is properly stored in a safe with limited access. If the M-ELSIG is placed in a safe to which personnel other than the RU commander, the envelope containing the M-ELSIG must be placed in a separate locked container (lock/cash box). The RU commander should be the only one with the key to the separate container. Ref: MCTFSPRIM, par. 2115.3.

b. DFR's

(1) Ensure all annotations on the DFR include the proper corrective action taken and the unit diary number and date that the corrective action was taken. Ref: MCTFSPRIM, par. 8103.

(2) Ensure all DFR's are audited and corrective action taken within three 3 working days from the date the report is printed. Ref: MCTFSPRIM, par. 8103.1.

c. Internal Controls. Ensure the unit has written internal controls in place for the management of the MIS and reporting of pay related information into the MCTFS. Ref: MCTFSPRIM, par. 1400.3.

d. Unit Diary Procedures

(1) Ensure the proper annotation of the diary statistics from the Diary Statistics File (DSF) are annotated on the transaction counter page. In any discrepancy is noted between the total transactions reported on the unit diary and the total number of transactions processed, ensure that each transaction is researched in the transaction research file (TRF). Any transaction which is unaccounted for on the TRF will be resubmitted within 2 working days from the date the diary processed. Also ensure the MISSO is notified of any discrepancies. Ref: MCTFSPRIM, par. 2015.2c.

(2) Ensure proper and timely reporting of entries into MCTFS. Ref: PRIM, par. 2005.

e. Unit Verification Roster (UVA) (Reserve only). The UVR is a tool which provides a means for the RU Commander to verify the composition of unit personnel against the CMF on a monthly basis. Ref: MCTFSPRIM, par. 9300.

3007. ORDER WRITING/CORRESPONDENCE SECTION

1. This section may be, at the discretion of the commander, placed under cognizance of the adjutant or the personnel officer. Daily operations of the order writing/correspondence section encompass, but is not limited to:

a. Processing incoming and outgoing personnel.

b. Writing orders.

c. Providing clerical assistance to other sections within the CAC.

d. Personal Requests. The order writing/correspondence section receives personnel seeking assistance, prepares personal requests, and provides other services not expressly assigned to another section. The company/battery is not normally a via addressee under consolidated administration. Company/battery commander's comments or recommendations should be included with the organizational commander's endorsement. If deemed appropriate by the organizational commander, specific comments or recommendations from the unit commanders may be included as an enclosure.

2. Orders. The order writing/correspondence section prepares all unit special orders and endorses and delivers all TAD, PCS, and separation orders. The order writing process will be per MCO P1000.6 (ACTS Manual). Responsibilities of order writing include the following:

a. Orders Notification. Upon receipt of orders directing the reassignment, transfer, or temporary additional duty of a member of the unit, ensure that those personnel are notified in a timely manner. The individual being detached will annotate the official file copy of the orders to indicate the time and date that the notification of orders was effected.

b. Orders Processing. Ensure that personnel in receipt of orders are administratively qualified for transfer and that required checklists are complete. Personal interviews are coordinated through the personnel officer. Notify the command personnel officer in the event an individual cannot execute the orders as directed.

c. Check-In and Check-Out Procedures. Ensure that all personnel complete the check-in and check-out procedures. The official file copy of the check-in and check-out sheet should be maintained with the official file copies of orders directing the individual's joining or transfer.

d. Detaching Personnel. Ensure that personnel detach according to their orders. All required checklists, check-in and check-out sheets, etc., must be completed and approved prior to releasing orders to the individual. All orders to be effected during nonworkday periods will be furnished to the duty clerk for delivery by the duty officer.

e. Finance (Disbursing) Officer Notification. Furnish the local finance officer with a copy of all detaching orders sufficiently in advance of the departure to ensure prompt payment of advance pay, travel, etc., or settlement of unused leave in the case of separation.

f. Liquidation of Funded Travel Orders. Ensure that travel claims are prepared and forwarded to the finance officer for final settlement of travel in connection with PCS/TAD orders. Refer to MCO P4650.37 (MCTIM). Internal controls should be established to sufficiently track funded travel orders (i.e., TAD orders) from preparation through final settlement.

3. Other Assistance. The order writing and correspondence section, when possible, assists in the preparation of promotion certificates, identification cards, applications for identification cards, leave papers, special liberty passes and authorizations, meal cards, and any other administrative matters deemed appropriate by the adjutant or personnel officer.

3008. DISCHARGE AND REENLISTMENT SECTION

1. This section may be, at the discretion of the commander, placed under the cognizance of the adjutant or the personnel officer. The functions of this section may be absorbed or divided between the service records section (discharges and separations) and the organizational career planner (reenlistments and extensions of enlistment). Daily operations of the section encompass, but are not limited to preparing:

a. Separation documents; i.e., DD Form 214, discharge certificate (as appropriate), etc.

b. DD Form 2MC (Res) for Marines who have obligated service remaining and are transferred to or reenlisted in the Marine Corps Reserve upon separation from active duty.

c. NAVMC 11060, Separation/Enlistment Voucher, per the APSM.

d. DD Form 4 upon reenlistment, per the IRAM.

e. NAVMC 321a, Agreement to Extend Enlistment, per MCO P1040.31.

f. NAVMC 8064, Certificate of Reenlistment, as required.

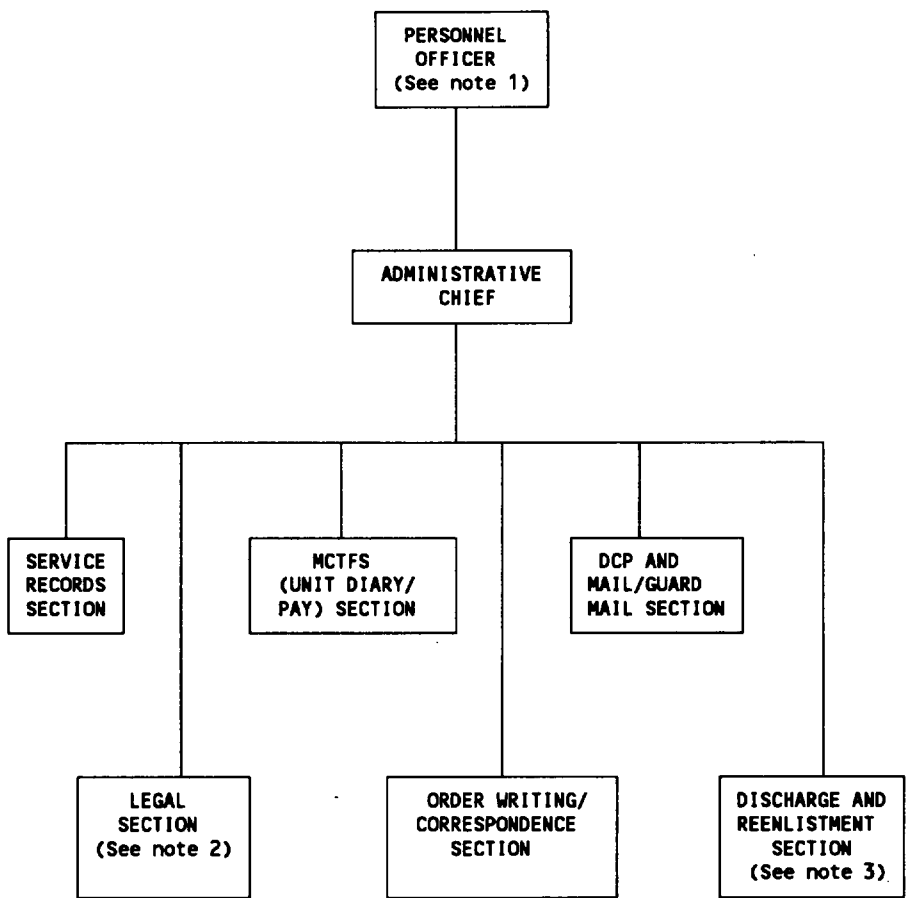
g. NAVMC 118(11), Administrative Remarks entries, if applicable.

{li P5014C02.gif:FIGURE 3-1}

NOTES:

1. At the discretion of the commander, this section may fall under the staff cognizance of the adjutant. The section's duties may be absorbed or divided between the service records section (discharges and separations) and the battalion's career planning section (reenlistments and extensions of enlistment).
2. This section (or a partial distribution of section tasks) may be assigned under the staff cognizance of the adjutant at the discretion of the commander.

Figure 3-1.--Recommended Organization for a Battalion Personnel Section.



- NOTES:
- 1. The personnel officer, in many cases, is assigned the dual role as the squadron adjutant.
 - 2. The legal office/section may be assigned, at the discretion of the commander, as a separate staff section.
 - 3. The discharge and reenlistment section duties may be divided between the service records section (discharges and separations) and the squadron's career planning section (reenlistments and extensions of enlistment).

Figure 3-2.--Recommended Organization for a Squadron Administrative Section.

COMMAND SELF-INSPECTION
AUDIT PROCEDURES/SERVICE RECORD AUDIT CHECKLIST

	YES	NO	REMARKS
<u>AUDIT PROCEDURES</u>			
1. Is MCO P1070.12, IRAM, current and available?	_____	_____	_____
2. Is an officer, SNCO, responsible NCO, or a GS-4 or above designated in writing to accomplish required service record audits? (Ref: IRAM, par. 5000.3)	_____	_____	_____
3. Are procedures established to ensure the required audit of the service record is accomplished upon a Marine joining for duty or attached for DUINS in excess of 20 weeks. (Ref: IRAM, pr. 5000.5c)	_____	_____	_____
4. Are procedures established to ensure all the required annual audits/certifications are correctly accomplished?	_____	_____	_____
a. LES Audit. (Ref: APSM, par. 110104; MCTFSPRIM, par. 9301; MCO P7220.42.	_____	_____	_____
b. Special Power of Attorney/Individual acknowledgement for single/dual service parents child care plan. (Ref:MCO 1740.13)	_____	_____	_____
c. Annual Dependency (BAQ) Certification. (Ref: MCTFSPRIM, par. 5008 and MCO 1751.3)	_____	_____	_____
d. Variable Housing Allowance (VHA) Certification. (Ref: IRAM, par. 3001.3k and 4001.2c(12); MCTFSPRIM, par. 5162)	_____	_____	_____
e. Service Record Audit. (Ref: IRAM, par. 5000.5)	_____	_____	_____
f. Record of Emergency Data (RED). (Ref: MCTFSPRIM, par. 9105)	_____	_____	_____
5. Are procedures established to ensure the Basic Individual Record/Basic Training Record (BIR/BTR) is printed, audited, certified, and corrected upon required occasions? (Ref: MCTFSPRIM, par. 9500 and tables 9-1 and 9-2)	_____	_____	_____
6. Are procedures established to ensure the Reserve Basic Individual Record/Reserve Basic Training Record (RBIR/RBTR) is printed, audited, certified, corrected, and filed on the document side of the service record upon required occasions? (Ref: MCTFSPRIM, par. 9601; IRAM, par. 3001.3e and 4001.2c(5))	_____	_____	_____

Figure 3-3.--Sample Audit Checklist.

	YES	NO	REMARKS
<u>AUDIT PROCEDURES--Continued</u>			
7. Are procedures established to ensure required Good Conduct Medal (GCM) awards are issued and recorded on the NAVMC 118(9) to include the recording of the correct commencement date on the NAVMC 118(12)? (Applies to Marine Corps Reserve personnel who elect to receive the GCM while serving in the Active Reserve (AR) Program.) (See IRAM, par. 4012.3gg for required NAVMC 118(11) election entry.) (Ref: SECNAVINST 1650.1F, par. 431; IRAM, par. 4011, 4012.3gg, and 4013.3)	_____	_____	_____
8. Are procedures established to ensure required Selected Marine Corps Reserve Medal (SMCRM) and Armed Forces Reserve Medal (AFRM) awards are issued and recorded on the NAVMC 118(9) to include the recording of the correct commencement date(s) on the NAVMC 118(12) (enlisted) or NAVMC 118(9) (officer)? (Ref: SECNAVINST 1650.1; IRAM, par. 4011 and 4013.4)	_____	_____	_____
9. Are procedures established to ensure all entries reported on the unit diary and feedback reports are recorded in the service records? (Ref: IRAM, par. 5000.3b; MCTFSPRIM, par 8103)	_____	_____	_____
10. Can Lump Sum Leave (LSL) be verified in the service record? (Ref: APSM, par. 110104; MCTFSPRIM, par 5089)	_____	_____	_____
11. Is Career Sea Time computed correctly and posted to the LES? (Ref: MCTFSPRIM, par. 5014)	_____	_____	_____
12. Are all pay related documents filed in the service record and completed correctly; i.e., FSA, VHA, BAQ, VEAP, Form W-4? (Ref: IRAM, par. 3001 and 4001)	_____	_____	_____
13. Are proper procedures established to ensure the tracking and verification of Primary MOS (PMOS) and Intended MOS (IMOS), to include validation of IMOS in the MCTFS if the PMOS is either a basic MOS or training MOS? (Ref: MCTFSPRIM, par. 5100 and 5122)	_____	_____	_____
SERVICE RECORDS (GENERAL)			
1. Are corrections in service records made properly? (Ref: IRAM, par. 3001.7, 4001.4, 5000.7, and 5000.8)	_____	_____	_____
2. Are correct abbreviations/acronyms used? (Ref: IRAM, chap. 6)	_____	_____	_____
3. Are service records maintained in a neat orderly fashion, devoid of extraneous matter, but with copies of all necessary documents, as required? (Ref: IRAM, chap. 3 and 4)	_____	_____	_____
4. Are service records properly assembled? (Ref: IRAM, par. 3001.2b, 3001.3, 4001.2b, and 4001.2c)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>SERVICE RECORD COVER</u>			
1. Is the service record cover serviceable? (Ref: IRAM, par. 3002 and 4004)	_____	_____	_____
2. Is the Marine's identifying information properly entered? (Ref: IRAM, par. 3002 and 4004)	_____	_____	_____
<u>SERVICE RECORD STANDARD PAGES</u>			
1. OQR (Ref: IRAM, par. 3001)			
a. Appointment Acceptance and Record (NAVMC 763)?	_____	_____	_____
b. Chronological Record(NAVMC 118(3))?	_____	_____	_____
c. Weapons Firing Record; Competitive Marksmanship (NAVMC 118(6))?	_____	_____	_____
d. Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed(NAVMC 118(8a))?	_____	_____	_____
e. Combat History -- Expeditions -- Awards Record (NAVMC 118(9))?	_____	_____	_____
f. Administrative Remarks (NAVMC 118(11))?	_____	_____	_____
g. Record of Emergency Data (RED) (Computer-generated)?	_____	_____	_____
h. Servicemen's Group Life Insurance (SGLI) Election (SGLV - 8286)?	_____	_____	_____
2. SRB (Ref: IRAM, par. 4001)			
a. Agreement to Extend Enlistment (NAVMC 321a) (If Applicable)?	_____	_____	_____
b. Enlistment/Reenlistment Document -- Armed Forces of the United States (DD Form 4)?	_____	_____	_____
c. Disbursing Officer's SRBP Statement/ Statements of Understanding/NAVMC 11060 for bonus personnel, etc. stapled to the DD Form 4?	_____	_____	_____
d. Chronological Record(NAVMC 118(3))?	_____	_____	_____
e. Record of Service (ROS) (Computer-generated) (Corporal and below)?	_____	_____	_____
f. Weapons Firing Record; Competitive Marksmanship (NAVMC 118(6))?	_____	_____	_____
g. Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed (NAVMC 118(8a))?	_____	_____	_____
h. Combat History -- Expeditions -- Awards Record (NAVMC 118(9))?	_____	_____	_____
i. Administrative Remarks (NAVMC 118(11))?	_____	_____	_____
j. Offenses and Punishments (NAVMC 118(12))?	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>SERVICE RECORD STANDARD PAGES--Continued</u>			
k. Record of Conviction by Court-Martial (NAVMC 118(13)/Supplementary Record of Conviction by Court-Martial (NAVMC 118(13a)) (If Applicable)?	_____	_____	_____
l. Permanent Record of Enlisted Flight Time (OPNAV Form 1326/2) (If Applicable)?	_____	_____	_____
m. Record of Emergency Data (RED) (Computer-generated)?	_____	_____	_____
n. Servicemen's Group Life Insurance (SGLI) Election (SGLV - 8286)?	_____	_____	_____
o. Request for Insurance (SGLI) (SGLI Form 8285) be completed by member who is requesting additional insurance.	_____	_____	_____
<u>AUTHORIZED DOCUMENTS.</u> The following list of documents is representative of those most commonly found in the field service record. Not all documents will appear in all records; conversely, some documents will appear which are not on this list. The list is provided in a recommended (but not mandatory) sequential filing order starting from the top most document and working down. (Ref: IRAM, par. 3001.3 and 4001.2c)			
1. Record of Personnel Reliability Program (NAVPERS 5510/1) (If applicable)?	_____	_____	_____
2. Leave and Earnings Statement (LES)?	_____	_____	_____
3. Leave papers/orders authorizing delay for periods which have not posted on the LES?	_____	_____	_____
4. RBIR/RBTR?	_____	_____	_____
5. BIR/BTR?	_____	_____	_____
6. Personnel Reliability Program Screening and Evaluation Record (NAVPERS 5510/3) (If applicable)?	_____	_____	_____
7. Commuted Rations Action, NAVMC 10522 (If applicable)?	_____	_____	_____
8. IRS Form W-4, Employee's Withholding Allowance Certificate?	_____	_____	_____
9. IRS Form W-5, Earned Income Credit Advance Payment Certificate (If applicable)?	_____	_____	_____
10. State of Legal Residence Certificate (DD Form 2058 and 2058-1, if required)?	_____	_____	_____
11. Variable Housing Allowance Application (NAVMC 11192)? (Active Duty Only)	_____	_____	_____
12. Dependency Application (NAVMC 10922)?	_____	_____	_____
13. Assignment to Government Quarters (NAVMC 11051 or the appropriate form used by the Army, Navy or Air Force) (Active Duty Only)?	_____	_____	_____
14. Application for Uniformed Services Identification Card-DEERS Enrollment (DD Form 1172)?	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued

	YES	NO	REMARKS
<u>AUTHORIZED DOCUMENTS--Continued</u>			
15. Special Power of Attorney concerning child care plans for dual-service parents and single parents having custody of their children?	_____	_____	_____
16. Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election (DD Form 2494) (Active Duty Only)?	_____	_____	_____
17. Contributory Education Assistance Program - Statement of Understanding (DD Form 2057)?	_____	_____	_____
18. Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (DD Form 2384)?	_____	_____	_____
19. Veteran's Educational Assistance Act of 1984 (GI Bill) Statement of Understanding (DD Form 2366)?	_____	_____	_____
20. Statement of Understanding for Reserve GI Bill Benefits (Reserve Only)?	_____	_____	_____
21. Benefits/Waiver Certification (VA Form 29-8951 or NAVMC 11058) (Reserve Only)?	_____	_____	_____
22. Application for Enlistment - Armed Forces of the United States (DD Form 1966)?	_____	_____	_____
23. Appointment Acceptance and Record (NAVMC 763) from previous officer appointments?	_____	_____	_____
24. Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4) for previous periods of service (and Agreement to Extend Enlistment (NAVMC 321a) which extended that enlistment, if applicable)?	_____	_____	_____
25. Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable?	_____	_____	_____
26. Certificate of Personnel Security Investigation, Clearance and Access (OPNAV 5520/20)?	_____	_____	_____
27. Personal Security Questionnaire (DD Form 398)?	_____	_____	_____
28. Security Termination Statement (OPNAV 5511/14)?	_____	_____	_____
29. Individual Deployment Record/Career Sea Duty Time Record?	_____	_____	_____
30. Written Agreement for Reserve/Extension Bonus and Affiliation Bonus for the Selected Reserve Incentive Program?	_____	_____	_____
31. Annual Retirement Credit Report (ARCR) and Career Retirement Credit Report (CRCR)?	_____	_____	_____
32. Reserve Retirement Credit Report (NAVMC 798) (Reserve Only)?	_____	_____	_____
33. Individual Drill Attendance and Retirement Transaction Card (NAVMC 907A) (Reserve Only)?	_____	_____	_____
34. Release from Active Duty Orders (Reserve Only)?	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>AUTHORIZED DOCUMENTS--Continued</u>			
35. Standard pages of the SRB/OQR which have been superseded/canceled by previous editions of the IRAM (i.e., page 5, etc.)?	_____	_____	_____
36. Career Planning Contact Record (NAVMC 10213), if required?	_____	_____	_____
37. Individual Clothing Record (NAVMC 631 for men; NAVMC 631a for women)?	_____	_____	_____
38. Record of Disclosure - Privacy Act of 1974 (OPNAV 5211/9)?	_____	_____	_____
39. Privacy Act Statement for Marine Corps Personnel and Pay Records (NAVMC 11000)?	_____	_____	_____
40. All other authorized documents prescribed by the IRAM or deemed appropriate by the commander?	_____	_____	_____
<u>OFFICER QUALIFICATION RECORD (OQR)</u>			
<u>APPOINTMENT ACCEPTANCE AND RECORD (NAVMC 763)</u>			
1. Is the NAVMC 763 properly completed and contain the Marine's full name signature? (Ref: IRAM, par. 3003.2 and 3003.3)	_____	_____	_____
2. Does the NAVMC 763 contain the Marine's original signature in the "certified a true copy" portion of the form? (Ref: IRAM, par. 3003.3d)?	_____	_____	_____
3. Are corrections to the NAVMC 763 in compliance with the IRAM? (Ref: IRAM, par. 3003.5 and 5000.7a)	_____	_____	_____
<div><div>NOTE: The remainder of the OQR standard pages are prepared and maintained similar to those of the SRB and are covered in the appropriate section of this checklist.</div></div>			
<u>SERVICE RECORD BOOK (SRB)</u>			
<u>AGREEMENT TO EXTEND ENLISTMENT (NAVMC 321A)</u>			
1. Is extension agreement properly completed and certified? (Ref: MCO P1040.31G, par. 4404 or MCO P1040R.35B, par. 5407)	_____	_____	_____
2. Is the original of the extension agreement properly filed in the service record? (Ref: (MCO P1040.31G, par. 4404.6 or MCO P1040R.35B, par. 5407.6 and IRAM, par. 4001.2b)	_____	_____	_____
3. Were appropriate page 11 entries completed when extension agreement was signed? (Ref: MCO P1040R.35B, par. 5408.2 and IRAM, par. 4012)	_____	_____	_____
4. Has the extension been reported into the MCTFS? (Ref: MCTFSPRIM, par. 5164)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>ENLISTMENT/REENLISTMENT DOCUMENT--ARMED FORCES OF THE UNITED STATES (DD FORM 4)</u>			
1. Is the DD Form 4 properly completed and certified? (Ref: IRAM, par. 4005)	_____	_____	_____
2. Are corrections to the DD Form 4 in compliance with the IRAM? (Ref: IRAM, par. 4005 and 5000.7b)	_____	_____	_____
3. Are reproduced copies of pages 3, ROS (if corporal or below), 6, 9, 11, and 12 (if applicable) containing entries associated with the previous enlistment forwarded with the original of the DD Form 4 to CMC (MMSB-20) on the date of reenlistment? (Ref: IRAM, table 4-2)	_____	_____	_____
<u>CHRONOLOGICAL RECORD (NAVMC 118(3)) (Officer and Enlisted Records)</u>			
1. Are all previous chronological records maintained in the service record? (Ref: IRAM, par. 4006.1)	_____	_____	_____
2. Are the MCC and RUC (RUC only for SMCR) correctly indicated in the "Unit/Organization" column? (Ref: IRAM, par. 4006.2)	_____	_____	_____
3. Are organization redesignation entries recorded properly? (Ref: IRAM, par. 4006.3)	_____	_____	_____
4. Are the correct primary duties with billet MOS/intended MOS (and additional duties, if assigned) indicated in the "Primary Duty" column? (Ref: IRAM, par. 4006.4)	_____	_____	_____
5. Are the effective dates of occurrences entered correctly in the "Remarks" column? (Ref: IRAM, par. 4006.5)	_____	_____	_____
6. Upon completion of each period of primary duty, additional duty, TAD in excess of 30 days, or TAD under instruction in a formal school, are the number of months the duty was performed entered? (Ref: IRAM, par. 4006.4 and 4006.5d)	_____	_____	_____
7. Are applicable periods of nonduty entered correctly in the "Remarks" column? (Ref: IRAM, par. 4006.5c)	_____	_____	_____
8. Are periods of nonduty, less non-combat related hospitalization, also recorded on page 9, 11, 12, as appropriate? (IRAM, par. 4011, 4012, or 4013)	_____	_____	_____
9. Have all periods of nonduty been reported into the MCTFS with proper checkages? (Ref: MCTFSPRIM)	_____	_____	_____
10. Have all periods of nonduty, less hospitalization, which have been determined as time lost, been reported for adjustment of ECC/EAS/EOS/PEBD/leave accrual? (Ref: MCTFSPRIM)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>CHRONOLOGICAL RECORD (NAVMC 118(3)) (Officer and Enlisted Records)--Continued</u>			
11. Do transfer entries reflect the future MCC and reason for transfer? (Ref: IRAM, 4006.5)	_____	_____	_____
12. If there are more than one page 3, are pages properly marked "CONTD ON SUPP PG" and numbered correctly? (Ref: IRAM, par. 4001.2b and 4006.1)	_____	_____	_____
13. Have all periods of TAD away from the permanent duty station have been reported for BAS credit/checkage? (MCTFSPRIM, par. 5009)	_____	_____	_____
<u>RECORD OF SERVICE (ROS) (COMPUTER-GENERATED) (Enlisted Records Only)</u>			
1. Are conduct and duty proficiency markings reported on the prescribed occasions? (Ref: IRAM, table 4-4; MCTFSPRIM, par. 5025)	_____	_____	_____
2. Is the ROS printed and filed in the service record on the prescribed occasions? (Ref: MCTFSPRIM, par. 5025; IRAM, par. 4007 and table 4-4)	_____	_____	_____
3. Are the composite scores appearing on the ROS correct? (Ref: IRAM, par. 4007; MCTFSPRIM, par. 5024)	_____	_____	_____
4. Is the ROS audited on the prescribed occasions? (Ref: IRAM, par. 5000.5; PRIM, par. 5025)	_____	_____	_____
5. Are conduct marks below 4.0 for any reason other than conviction at court-martial or NJP (where no reduction was awarded) documented on page 11. (Ref: IRAM, par. 4007.6c)	_____	_____	_____
6. Are proficiency marks below 3.0 documented by a page 11 entry? (Ref: IRAM, par. 4007.7c)	_____	_____	_____
<u>WEAPONS FIRING RECORD; COMPETITIVE MARKSMANSHIP (NAVMC 118(6) (Officer and Enlisted Records)</u>			
1. Are required entries made concerning exemption/waiver of annual marksmanship requalification? (Ref: IRAM, par. 4009.2a and MCO 3574.2)	_____	_____	_____
2. Are qualification or requalification entries recorded properly? (Ref: IRAM, par. 4009.2 and 4009.5)	_____	_____	_____
3. Are the number of awards for the expert rifle/pistol badge correct and entered properly? (Ref: IRAM, par. 4009.3)	_____	_____	_____
4. Does the current fiscal year requalification entry agree with the information resident in the Marine's computer record? (Ref: IRAM, par. 4009; MCTFSPRIM, par. 5116 and 5134)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES; TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8A)) (Officer and Enlisted Records)</u>			
1. Are MOS's entered correctly showing date assigned, primary, first additional, and/or second additional MOS, along with the authority for the entry? (Ref: IRAM, par. 4010.1; MOS Manual; ACTS Manual, Chap. 2, Sect. 1 and Chap. 3, Sect. 1; MCRAMM, Chap. 2, Sect. 7)	_____	_____	_____
2. Are service school codes properly recorded? (Ref: IRAM, par. 4010.4 and MCTFSCODESMAN)	_____	_____	_____
3. Is off-duty civilian education properly recorded? (Ref: IRAM, par. 4010.6)	_____	_____	_____
4. Is GED/CLEP data properly recorded? (Ref: IRAM, par. 4010.7)	_____	_____	_____
5. Are the Marine's special qualifications, if any, entered on page 8a? (Ref: IRAM, par. 4010.8)	_____	_____	_____
<u>COMBAT HISTORY - EXPEDITIONS - AWARDS (NAVMC 118(9)) (Officer and Enlisted Records)</u>			
1. Are expeditions entered properly with "Date of Entry" identifying the date the entry was made in the service record, with place, nature of action, and inclusive dates of actions, campaigns, or hospitalization? (Ref: IRAM, par. 4011.2)	_____	_____	_____
2. Are awards properly recorded? (Ref: IRAM, par. 4011.3)	_____	_____	_____
3. Do authorized awards entered on page 9 match those indicated in the Marine's computer record? (Ref: MCTFSPRIM, par. 5007)	_____	_____	_____
4. Are the SMCRM and AFRM commencement dates for Reserve officers entered/correct and do they match the commencement dates resident in the MCTFS? (Ref: IRAM, par. 4011.3h; MCTFSPRIM, par. 5007)	_____	_____	_____
<u>ADMINISTRATIVE REMARKS (NAVMC 118(11)) (Officer and Enlisted Records)</u>			
1. Are entries made in black ink with individual entries separated by a heavy black line? (Ref: IRAM, par. 3008 and 4012)	_____	_____	_____
2. Are the following required entries made using the proper format, to include date of entry, what action occurred, and appropriate signature?			
a. Articles of UCMJ explained? (Ref: Art. 137 UCMJ and IRAM, par. 4012.3d)	_____	_____	_____
b. Eligible but not recommended for promotion? (Ref: IRAM, par. 4012.3n and MCO P1400.32A, par. 2302)	_____	_____	_____

	YES	NO	REMARKS
<u>ADMINISTRATIVE REMARKS (NAVMC 118(11)) (Officer and Enlisted Records)--Continued</u>			
c. Not recommended/recommended but not eligible for reenlistment? (Ref: IRAM, par. 4012.3k; MCO P1040.31G, par. 6003; and MCO P1040R.35A, par. 5408.2b)	_____	_____	_____
d. Service award election for Reserve enlisted personnel participating in the AR program? (Ref: IRAM, par. 4012.3gg)	_____	_____	_____
e. Confirmed incidents of illegal drug abuse or possession? (Ref: IRAM, par. 4012.3x and MCO P5300.12)	_____	_____	_____
f. Alcohol abuse? (Ref: IRAM, par. 4012.3y and MCO P5300.12)	_____	_____	_____
3. Do adverse entries contain the appropriate acknowledgement and rebuttal option statement? (Ref: IRAM, par. 3008.3f, 3008.3l, 3008.3r, 3008.3s, 4012.3g, 4012.3n, 4012.3x, 4012.3y, 4012.3aa)	_____	_____	_____
<u>OFFENSES AND PUNISHMENT (NAVMC 118(12) (Enlisted Records Only)</u>			
1. Do nonjudicial punishment (NJP) entries accurately reflect the offense(s) and punishment imposed as recorded on the UPB? (Ref: IRAM, par. 4013.2)	_____	_____	_____
2. Do NJP entries contain all required information, to include the date NJP was imposed, the RUC of the unit reporting the punishment, the unit diary number and date on which the punishment is reported, and whether an appeal was made and action on appeal, if any? (Ref: IRAM, par. 4013.2b(1))	_____	_____	_____
3. Are entries made in compliance with U.S. vs Booker, 5 M.J. 238 (CMA 1977) and U.S. vs McLemore, 10 M.J. 238 (CMA 1981) for each NJP imposed? (Ref: IRAM, par. 4013.2b(2))	_____	_____	_____
4. Are to/from unauthorized absence (UA) entries properly recorded and do they agree with the date(s) entered on NAVMC 118(3)? (Ref: IRAM, par. 4013.2b(3) and 4006.5c)	_____	_____	_____
5. Are mark of desertion entries properly recorded and the DD Form 553 (Notice of Absentee Wanted by the Armed Forces) and DD Form 458 (Charge Sheet) prepared and distributed, when required? (Ref: IRAM, par. 4013.2b(4) and MCO P5800.8, LEGADMINMAN)	_____	_____	_____
6. Are removal of mark of desertion entries properly recorded and DD Form 616 prepared and distributed, when required? (Ref: IRAM, par. 4013.2b(4)(c) and LEGADMINMAN)	_____	_____	_____
7. Are GCM and/or SMCRM and AFRM commencement dates correct and properly recorded? (Ref: IRAM, par. 4013.3 and 4013.4)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13)) AND SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13A)) (Enlisted Records Only)			
1. Are Records of Conviction by Court-Martial prepared for each summary, special and general court-martial? (Ref: IRAM, par 4014.2)	_____	_____	_____
2. Is the required "Booker Rights" statement being made on the reverse of the NAVMC 118(13) and signed and dated by the accused prior to the commencement of the trial? (Ref: IRAM, par. 4014.2b(1))	_____	_____	_____
3. Are Supplementary Records of Conviction by Court-Martial prepared in all cases involving conviction by general court-martial, and in cases involving conviction by special court-martial where an approved bad conduct discharge (whether or not suspended) is included as part of the sentence? (Ref: IRAM, par. 4014.4)	_____	_____	_____
RECORD OF EMERGENCY DATA (RED) (COMPUTER-GENERATED) (Officer and Enlisted Records)			
1. Is the RED being maintained/filed correctly, to include printing, auditing, and certification when required? (MCTFSPRIM, par. 5126 and IRAM, par. 4015)	_____	_____	_____
2. Are RED's properly witnessed by a person assigned interview and witnessing responsibilities by the commander? (MCTFSPRIM, par. 4126)	_____	_____	_____
3. Does the RED include all dependents listed on the NAVMC 10922 (Dependency Application) and DD Form 1172 (Application for Uniformed Services Identification Card-DEERS Enrollment)? (Ref: MCTFSPRIM, par. 5126; MCO P1751.3, Chap. 1; MCO P5512.11, IRAM, par. 4015)	_____	_____	_____
4. Are corrections to the RED entered in the Marine's own handwriting, then signed and dated by the Marine? (Ref: MCTFSPRIM, par. 5126)	_____	_____	_____
5. Are corrections to RED data reported in MCTFS within established timeframes? (Ref: MCTFSPRIM, par. 5216)	_____	_____	_____
SERVICEMEN'S GROUP LIFE INSURANCE ELECTION (SGLI) (VA FORM 29-8286)			
1. Is the SGLI election on file in the service record current and completed correctly? (Ref: MCO P1741.8 and reverse side of the form)	_____	_____	_____
2. Is the unusual beneficiary counseling entry made on the SGLI form for those Marines who designate a person other than a spouse, parent, or other dependent or close relative as beneficiary? (Ref: MCO P1741.8 and MCO P5000.14B, App. C, par. 8)	_____	_____	_____
3. Was copy 1 of the SGLI election form inserted in OQR/SRB per MCO P1741.8?	_____	_____	_____
4. Was copy 3 of the SGLI election form mailed to CMC (MMSB-20) per MCO P1741.8?	_____	_____	_____
5. Did the Beneficiary Section contain the election of "By Law"? It should not state "By Law". (Ref: ALMAR's 36-94, 110-95 and 147-95.)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>BIR/BTR</u>			
1. Is the BIR/BTR being printed/audited/ discrepancies corrected within working 20 days from when the join has posted in the MCTFS? (Ref: MCTFSPRIM, par. 9500)	_____	_____	_____
2. Are the data elements in the following sections of the BIR/BTR correct/updated on all required occasions; i.e., upon join, attached TAD? (Ref: MCTFSPRIM, par. 9500, tables 9-1 and 9-2)			
a. Header Information	_____	_____	_____
b. Contract Information	_____	_____	_____
c. Service Information	_____	_____	_____
d. Personal/Military Information	_____	_____	_____
e. Dependent Information	_____	_____	_____
f. Unit Training Information	_____	_____	_____
g. Service Training	_____	_____	_____
h. Service Schools	_____	_____	_____
i. Test Scores	_____	_____	_____
<u>RBIR/RBTR</u>			
1. Has the command designated an individual, in writing, to conduct RBIR/RBTR audits/ interviews? (Ref: MCTFSPRIM, par. 9603)	_____	_____	_____
2. Does the unit have an established control system to ensure the anniversary RBIR/RBTR are received and processed? (Ref: MCTFSPRIM, par. 9601)	_____	_____	_____
3. Is the join RBIR/RBTR being requested by the tenth working day following the processing of the unit diary on which the Marine was joined? (Ref: MCTFSPRIM, par. 9601)	_____	_____	_____
4. Are the data elements in the following sections of the RBIR/RBTR correct/updated on all required occasions? (Ref: MCTFSPRIM, par. 9603 and tables 9-3 and 9-4)			
a. Header Information	_____	_____	_____
b. Contract Information	_____	_____	_____
c. Service Information	_____	_____	_____
d. Record Information	_____	_____	_____
e. Security Information	_____	_____	_____
f. Personal Information	_____	_____	_____
g. Award Information	_____	_____	_____
h. Unit Training Information	_____	_____	_____
i. Service Training	_____	_____	_____
j. School-Skills	_____	_____	_____
k. Test Scores	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

	YES	NO	REMARKS
<u>IDENTIFICATION TAGS</u>			
1. Are all Marines in possession of identification tags? (Ref: IRAM, Chap. 7)	_____	_____	_____
2. Are identification tags prepared in the correct format? (Ref: IRAM, par. 7001 and NAVPERS 15560 for Navy personnel)	_____	_____	_____
3. Are medical warning tags prepared in correct format? (Ref: IRAM, par. 7002 and NAVMEDCOMINST 6150.2)	_____	_____	_____
 <u>LEAVE AND EARNINGS STATEMENT (LES)</u>			
1. Are LES's retained on the document side of the service record until the annual/ anniversary audit? (Ref: IRAM, par. 3001.3a and 4001.3c(1))	_____	_____	_____
2. Are annual/anniversary LES audits being accomplished? (Ref: MCTFSPRIM, par. 9301)	_____	_____	_____
3. Are annual dependency and VHA certifications being accomplished, as required? (Ref: MCTFSPRIM, par. 9301)	_____	_____	_____
4. Are procedures established to ensure the required audit and correction of all LES's in the service record is accomplished upon receipt of the first LES after a Marine is joined for duty or attached for TAD/ returned from TAD in excess of 30 days? (Ref: MCTFSPRIM, par. 9301; APSM, par. 110104.2b)	_____	_____	_____
5. Are procedures established to ensure all PCS delay and/or TAD leave is posted to the LES correctly/timely? (Ref: MCO P1050.3G, par. 5007.2)	_____	_____	_____
 <u>PRIVACY ACT STATEMENT (NAVMC 11000)</u>			
1. Is a signed copy of the NAVMC 11000 on file in the service record? (Ref: IRAM, par. 3001.3yy and 4001.3c(65); MCO 5211.2)	_____	_____	_____

Figure 3-3.--Sample Audit Checklist--Continued.

UA/DESERTER SRB AUDIT CHECKLIST

Page 3:

- _____ To UA entry recorded?
Ref: MCO P1070.12H, par. 4006.5c.
- _____ Correct date used for to UA entry?
Ref: MCO P1080.40, par. 5160 and MCO P1070.12H,
par. 4006.5c.
- _____ Dropped declared deserter entry recorded?
Ref: MCO P1080.40, par. 4205 and MCO P1070.12H,
par. 4006.5c.
- _____ Correct date used in declaring the Marine a deserter?
Ref: MCO P1080.40, par. 4205 and MCO P1070.12H,
par. 4006.5c.

Page 23/ROS:

- _____ Conduct/duty proficiency marks assigned on the date
preceding the to UA date?
Ref: MCO P1070.12H, Table 4-4, Rules 9 and 10.
- _____ Conduct/duty proficiency marks of 0 and NA, respectively,
assigned with an effective date the same as the to UA date?
Ref: MCO P1070.12H, Table 4-4, Rules 11 and 12.

Page 12:

- _____ To UA entry recorded?
Ref: MCO P1070.12H, par. 4013.2b(3).
- _____ Drop declared deserter entry recorded?
Ref: MCO P1070.12H, par. 4013.2b(4).
- _____ Correct date used in declaring the Marine a deserter?
Ref: MCO 1080.40, par. 4205.

Miscellaneous:

- _____ Signed copy of the DD Form 553 (Notice of Absentee Wanted
by the Armed Forces) filed on the document side of the
service record?
Ref: MCO P5800.8C, par. 5002.2d(5)(b).
- _____ Copy of prior to the 10-day/Next of Kin Letter filed on
the document side of the service record?
Ref: MCO P5800.8C, par. 5001.5.
- _____ Health and Dental Record (to accompany the service
record)?
Ref: Manual of the Medical Department (MANMED), Chapter
16, Section 3 and MCO P1070.12H, Table 4-1, Rule 22.
- _____ NAVMC 10154 (Personal Effects Inventory Form) placed on
the document side of the service record?
Ref: MCO P4050.38, Chapters 4 and 9.
- _____ NAVMC 10557 (Memorandum Receipt for Individual/Garrison
Equipment)?
Ref: MCO P4050.38, Chapters 4 and 9.
- _____ NAVMC 6 (Request for Checkages)?
Ref: MCO P4050.38, Chapter 9

NAME: _____ GRADE: _____ SSN: _____

Figure 3-4.--Sample UA/Deserter SRB Audit Checklist.

LEAVE AND EARNINGS STATEMENT (LES) AUDIT PROCEDURES

THE "T" AUDIT. The Marine Corps Administrative Analysis Teams (MCAAT) developed a systematic audit procedure referred to as the "T" audit. When used, the "T" audit will ensure that the service record is thoroughly reviewed and results in detection of pay-related errors. This procedure uses the LES as the base document from which all supporting documents or entries are verified for correctness. The "T" is formed by auditing across section B of the LES, then down section F. The audit, discussed in detail, follows the below listed steps. (Note: Those steps in the bold-face type are concerned with both active duty and reserve records.) The category headings followed by an "(A)" deal solely with active duty records and those followed by an "(R)" are audit steps for reserve records. In addition to the "T" Audit, the Visual Inquiry System (VIS), being an integral part of the on-line diary system, should be utilized to the fullest extent possible to ensure a thorough audit of pay-related entitlements is completed. This audit should include a review of active Remarks Screens, TRS Remarks Summary Program and the MCTFS on-line automated LES in conjunction with any established audit procedures.

1. Grade
2. Pay Entry Base Date (PEBD)
3. Clothing Replacement Allowance (CRA) (A)
4. Expiration of Current Contract (ECC)
5. State Tax Code (See DD Form 2058 and 2058-1, if required)
6. IRS Form W-4
7. Service Record Page 3, Chronological Record
8. Service Record Page 8a, Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests Completed (A)
9. Service Record Page 9, Combat History - Expeditions - Awards Record
10. Service Record Page 11, Administrative Remarks
11. Service Record Page 12, Offenses and Punishments
12. Service Record Page 13 or 13a, Record of Conviction by Court-Martial
13. Record of Emergency Data (RED)
14. Individual Deployment Record (IDR)
15. LES's
16. Dependency Certification (Contained in Annual LES)
17. DD Form 2494, Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election (A)
18. DD Form 2057, Contributory Education Assistance Program - Statement of Understanding (A)
19. DD Form 2366, Veteran's Education Assistance Act of 1984 (GI Bill) - Statement of Understanding (A)
20. DD Form 2484, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (R)
21. DD Form 2058 and 2058-1, if required, State of Legal Residence Certificate
22. NAVMC 10922, Dependency Application
23. VA Form 28-8951 (replaced NAVMC 11058), Benefits/Waiver Certification (R)
24. NAVMC 11051, Assignment to or Termination of Government Quarters or appropriate form used by the Army, Navy, or Air Force (A)
25. NAVMC 11192, Variable Housing Allowance Application (A)
26. NAVMC 11060, Separation/Travel Pay Certificate - current contract only
27. Statement of Understanding (Selective Reenlistment Bonus Program (SRBP)) (A)

Figure 3-5.--LES Audit Procedures.

28. Statement of Understanding (Enlistment Bonus Program (EBP)) (A)
29. Statement of Understanding (Reserve Optional Enlistment Program (ROEP)) (R)
30. Statement of Understanding (Selected Reserve Incentive Program (SRIP)) (R)
31. Statement of Understanding (Selected Reserve Affiliation Bonus (SERAB)) (R)
32. Prior Enlistment Contracts (DD Forms 4 and any extension agreements attached thereto)
33. DD Form 1966, Application for Enlistment - Armed Forces of the United States

AUDIT STEPS

Step #1: Grade. The primary concern in this category is the proper administration of promotions to PFC and LCpl in addition to properly effecting reductions. Using the Total Force Prom/Grade remarks verify the date of rank and effective date for promotions to PFC and LCpl to ensure appropriate time in grade and time in service requirements have been attained in accordance with MCO P1400.32. Use the DD Form 1966 to check for contract promotions. For reductions review the unit punishment book, pages 11, 12, 13, 13a of the service records to ensure proper dates of rank and effective dates are reported. For punitive reductions the date of rank and effective date will be the date the reduction was effected while for administrative reductions the Marine will receive the date of rank previously held in the grade to which reduced, with an effective date of the date of reduction. Also, attention must be paid to those suspended reductions that have been vacated and ordered executed. The DOR/ED for vacated reductions is the date of vacation. If the Marine has broken service, reappointment should be IAW MCO 1100.77.

Step #2: PEBD. Examine the record of time lost. This should include a review of pages 11, 12, 13, and 13a; annual LES and J905 remarks. If there is time lost, ensure that the PEBD is advanced by a period equal to the time lost, computed on a 30-day-month basis. If there is no time lost, the PEBD in MCTFS should be consistent with the DD Form 4 (Enlistment Contract). If there is no prior service shown in block 9a or 9b, then the date shown on the DD Form 4/1 should agree with the current LES if prior to 1 January 1985. If the DD Form 4/1 is dated 1 January 1985 or later (for regular component Marines), the PEBD should be the date shown on the DD Form 4/4, (the date the Marine entered active duty). A reserve Marine's PEBD is still the date shown on DD Form 4/1, if the Marine enlisted in the reserve component prior to 28 November 1989. If there is prior service shown, immediately locate the earliest contract and establish a statement of service. List all periods of service, active and inactive, and then verify PEBD. For enlistments on or after 28 November 1989, it is creditable service only if the reserve member performs inactive duty training before beginning service on active duty (Category "P") or active duty for training. Before adjusting any PEBD's, always look for time lost on prior contracts if the Marine has broken service.

Step #3: CRA (A). If the Marine has no prior service, turn to the DD Form 4/4, the last page of the contract. This page will show the active duty base date, which is also the CRA date if there is no prior service. Verify this date with the CRA date in block 9 of the current LES. If the Marine has prior broken USMC service, refer to MCTFS PRIM, par 5018, Table 5-13 to determine the member's CRA or RCRA date. Conditions of entitlement to Clothing Replacement Allowance (CRA) and Reduced Clothing Replacement (RCRA) are contained in MCO P10120.28, par 4210 and 4220; and DODFMR, Table 3 5 5, Rule 4. A decision logic table is located in Table 5-13 of the MCTFS PRIM.

Step #4: ECC

a. Active. The ECC is computed by using the entry to active duty date and the number of years for which enlisting. The ECC should be the date of enlistment/reenlistment plus the number of years enlisted/reenlisted for minus one day. (Note: Time lost on pages 12 and 13 will increase an ECC on a day for day basis.) Compare your computation against block 10 of the current LES. In the case of extensions the ECC will be the effective date of extension plus the number of months extended for minus one day.

b. Reserve. To verify the ECC, use the DD Form 4 to establish when the Marine first enlisted and for how long. Example: Enlisted on 820715 for six years, the ECC is 880714. If the Marine's ECC does not agree, check pages 12, and 13 for periods of time lost. Remember that time lost for ECC proposes is computed on a day for day basis rather than the 30-day basis used for PEBD computations. If the Marine has reenlisted, make sure the correct date of reenlistment and correct number of years were reported. MCTFS will automatically adjust the ECC. Extensions will be reviewed in the same manner as active duty extensions.

Step #5: State Code. Compare the state code in block 16 of the current LES against the DD Form 2058. If no DD Form 2058 is on file then the state code on the LES should agree with the home of record shown on the enlistment contract.

Step #6: W-4. Verify that the tax plan on the LES agrees with the plan shown on the W-4. Watch for those that show "married, but withhold at the higher single rate". This tax plan should be "S-01" or "S-02" as indicated, not "M-01" or "M-02". Also, watch the tax exemption status for the states of NY, NJ, OR, and CT. Those Marines that have no tax withheld from their pay should have a W-4 Form indicating "Specific" and "None" as stated in the MCTFSPRIM, par 5059.6. Prior to reporting "Specific" and "None" tax exemption on Marines with a legal state residence of NY, NJ, and CT, determine whether or not they are residing in the barracks. For those Marines desiring exemption from taxes for Arizona, an Arizona State Form A-4M (Military Election not to withhold) must be filed with the state. A copy is placed in the SRB. See MCTFSPRIM, par. 5059.14 and the DODFMR. The state of CT requires Form W-4 CT for state tax exemption.

Step #7: Page 3, Chronological Record

a. Active. Compare periods of elapsed time between duty stations with related PCS/TAD/Delay. Compare entries relative to periods of TAD away from the permanent duty station with TAD rations credits/checkages, FSA, or Foreign Duty credits.

b. Reserve. Verify periods of ADT/AD with MCTFS remarks screens M982/M987/M988 (Entitlement credits/debits) for entitlement to BAS, COMRATS, FSA, and Foreign Duty Pay as applicable.

Step #8: Page 8a, Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests Completed (A). TAD ration credits/checkages, FSA credits, or foreign duty credits.

Step #9: Page 9, Combat History - Expeditions - Awards Record. Check the combat history/expeditions section for battles, expeditions, or operations which the Marine participated in to ensure receipt of all proper pay entitlements, i.e., foreign duty pay, hostile fire or imminent danger pay, Federal Tax Exemption, FSA, etc.

Step #10: Page 11, Administrative Remarks. Skim through the entries on each page 11 in the service record. Look for entries concerning extensions, contract or appointment acceptance and record changes authorized by CMC, proficiency pay, reenlistment bonuses, IHCA/IHFA excused as unavoidable (NOTE: The IHCA/IHFA should not have been charged as leave.), indications of Career Sea Time, or any entries which could be pay related.

Step #11: Page 12, Offenses and Punishments. Look for any periods of time lost (not recorded elsewhere) or punishment awarded by the commanding officer, such as reductions and forfeitures. If the LES is on file in the service record that shows the punishment, verify it. If the LES is not on file, look at the UPB and verify that the entries were reported on the unit diary. This can only be done if the punishment was awarded at the current command within the previous 2 years.

Step #12: Page 13 or 13a, Record of Conviction by Court-Martial. Look at the page 13 or 13a, if applicable. Examine it the same way as in step #10.

Step #13: Record of Emergency Data (RED). (Note: If all dependents are shown to be overseas, verify proper termination of DDP.)

a. Active and Reserve

If there are dependents shown, immediately look for a NAVMC 10922 and ensure that all the Marine's dependents are shown. Next ensure that any dependents that are 21 years or older (or less than 23 years of age if a full-time college student) are removed from the BAQ application. (Dependents of Marines in the regular component may be issued a dependent ID card and reflected on the 1172, but they are not dependents for BAQ purposes.)

b. Active. If the Marine is stationed overseas, verify the location of dependents and compare the zip code with the one on their current LES, if VHA entitlements are being credited. Marines serving in the U.S. should be receiving entitlements for the zip code of their permanent duty station or place where performing duty if assigned away from the administrative unit location.

Figure 3-5.--LES Audit Procedures--Continued.

Step #14: IDR (Individual Deployment Record)

a. Active. Audit the IDR for periods involving credits of DOPMA BAS or checkages of BAS for field duty as appropriate. Check for periods of deployed time which are creditable for cumulative career sea time using MCTFS remarks screens J907, J913, and J963.

b. Reserve. Audit the IDR of Marines with prior active service where accumulated deployed time/career sea service accrued. If an IDR is not in the SRB/OQR, establish a complete career sea duty history. This history may be recorded on a locally developed form, verified and signed by the Marine, and filed on the document side of the SRB/OQR. All reserves must have a Career Sea Service page on file in the SRB/OQR regardless of whether they have any accumulated career sea time.

Step #15: LES

a. Active. Audit straight down the LES, verifying that the Marine has correct entitlements: Base Pay and some type of BAQ. If the Marine has dependents then look for VHA or a quarters deduction. If overseas, then look for some type of COLA and possibly OHA or Foreign Duty Pay. Also look for Family Separation Allowance for married Marines. (Note: For FSA entitlements ensure that the Marine has legal custody of the dependents, if he is divorced, no entitlement exists for children claimed for child support purposes.) You should end at the remarks section. Read them thoroughly, looking for a change in tax plan, termination of pay and allowances because of ECC, leave periods or periods of delay, promotions, or reductions. The next item is the leave balance on the previous months's LES. Check for proper accruals/non accruals (i.e., CofG/EofE reenlistment, LSL settlements, PCS/TAD/Annual Leave/Excess Leave). Then continue to audit the next LES as you did the one before. Audit each LES the same way until you get to the annual LES. (Note: Ensure all chargeable leave taken is posted and correct according to available documents, i.e., departure/return times on the leave paper, PCS/TAD orders.) The annual LES will be the same month as the last digit of the Marine's social security number. Audit this LES the same way as the ones above it. When you get to the remarks section there will be more information than on a normal monthly LES. Audit the career LSL record. If there is prior service, refer to the statement of service and determine if the Marine could have settled LSL (EofE reenlistment or first extension). Verify payments of leave settlements with DD 114's, NAVMC 11060's, DD 214's and MCTFS remarks screens J929, J936, J947, and J952. Also verify cumulative career sea time, bonuses received (compare with the NAVMC 11060 or DD Form 214) and operational flying status of aviation officers.

b. Reserve. Audit straight down the LES, verifying that the Marine has the correct entitlements using the same methods as those used in reviewing active duty LESS. The annual LESSs for the SMCR are based on the reservist's anniversary month. Additionally, review the posting of Active Duty for Training (ATD) and Inactive Duty Training (IDT) as follows:

(1) Drills (IDT). Compare the drills shown on the LES with those the Marine performed using the unit muster sheets and MCTFS remarks screen D981. Investigate any discrepancies and take corrective action.

(2) Active Duty for Training (ADT). Compare periods of active duty shown on the LES with the orders for active duty. Be sure that the periods agree. Verify that Basic Pay and BAQ have posted at the appropriate rate. Report rations allowance as required by the DODFMR and MCTFSPRIM. MCTFSPRIM, par 5009 and Tables 5-7 through 5-12 should be used to assist in making rations allowance determinations.

Step #16: Dependency Certification

a. Active. If the Marine is receiving BAQ (with dependents) then audit the dependency certification on the annual LES. The period covered by the certification for the previous year ends on the last day of the month of the last number of the social security number. For example, if the last digit of the SSN is 7 the certification would be through 31 July. The beginning date would be 1 August of the previous year, or the date the Marine acquired dependents (if later), or terminated quarters (if later). The Marine certifies only for those periods in the previous year that he (1) had dependents and (2) did not occupy adequate quarters.

b. Reserve. If the Marine is entitled to receive BAQ (with dependents) during active duty periods, then audit the dependency certification on the annual LES. The last date of certification is the last day of the most recent anniversary month (or the last day the Marine was entitled to BAQ on behalf of the dependent(s)). The first day of the certification period is the first day of the month following the previous certification period or the date dependents were acquired, whichever is later. For example, if a Marine's most current Annual LES is the April 1993 LES and the Marine is entitled to BAQ "with dependents", then the dependency certification period would be 1 May 1992 through 30 April 1993.

Step #17: DD Form 2494 (A). DD Form 2494 (A). Audit the "Dependents Dental Insurance Plan Entitlement Election" form against the LES to ensure that the correct amount is being deducted. Ensure that Marines paying the single premium rate are changed to the family rate when dependent children attain the age of four. This change is effective on the first day of the month the child reaches four years of age. Also, verify the initial start against the MCTFS D932 screen and the information on the current DD Form 2494.

Step #18: DD Form 2057 (A). Audit the reverse side of the VEAP form to ensure that it: (1) is signed by the Marine and the witnessing official; (2) shows an election to participate (if so, how much) or not to participate; and (3) reflects any and all changes to the Marine's initial election. Compare this with the current LES and ensure that the Marine's election is being complied with. Remember, the maximum withholding under VEAP is \$2,700.00.

Step #19: DD Form 2366 (A). Audit the MGIB form to ensure that:

- a. The Statement of Understanding and Statement of Enrollment are signed by the Marine and witnessing official;
- b. The form remains on file for 3 years; and
- c. Compare this with the LES to ensure that \$100.00 per month for 12 consecutive months is being taken from the Marine's pay. Remember, taxes are figured on the Marine's base pay, less the MGIB deduction.

Steps #20 - #33: Ensure that required documents are on file and properly audited, and necessary information has been input into MCTFS.

Step #34: Next, use the 1966/7 and verify whether or not the program enlisted for is a program that would entitle the Marine to an enlistment bonus. (See Marine Corps directives in the 1130 series.)

NOTE: Continue to look at the remaining standard pages for letters, speedletters, or messages that pertain to prior service, reenlistment bonuses, leave entitlements, leave balance reconstruction, etc.

Figure 3-5.--LES Audit Procedures--Continued.

OVERVIEW OF SUPPORTING DOCUMENTS USED IN THE AUDIT PROCESS

ENLISTMENT/REENLISTMENT DOCUMENT, DD FORM 4 AND ACCEPTANCE
APPOINTMENT AND RECORD, NAVMC 763

1. Certain entries on the DD Form 4 (or record of induction) and NAVMC 763 bear a direct relationship to the administration of pay and allowances and should be used as the primary source for verification of entries on other pages of the SRB/OQR.
2. Reenlistment Bonus Data. For reenlistments from October 1962 to 30 June 1976, reenlistment bonus data was placed on the reverse of the reenlistment contract by the disbursing officer which made the payment. For reenlistments after 30 June 1976, commanding officers put the reenlistment bonus data on page 11 of the service record. The page 11 entry requirement was eliminated in April 1981. When conducting the annual audit, compare the reenlistment bonus data on the annual LES with previous entries on any NAVMC 11060, if available, previous entries made on enlistment contracts and/or page 11 to ensure all bonuses received are reflected. Also, view the Regular and Selective Reenlistment Bonus Records contained in MCTFS VIS remarks J903 and J904, respectively. Per the APSM, paragraph 10421, verify any discrepancies with the disbursing officer.
3. The MCTFS PRIM, paragraph 5164 contains information for reporting voluntary extensions of enlistments; the MCTFS PRIM, paragraph 4401 pertains to USMC and USMCR personnel on AD with a component code of CD who will reenlist in the Marine Corps Reserve and remain on AD and paragraph 4800 pertains to USMCR personnel concerning the reporting of reenlistments. (Other references: DODPM, part 1, Chap. 9 (RRB, SRB); MCO 1130.57 (EBP); and MCO 7220R.38 (SRIP))

AGREEMENT TO EXTEND ENLISTMENT (NAVMC 321a)

1. Several actions associated with the proper administration of pay and allowances involve cases where voluntary extensions of enlistment occur. Entitlements depend upon the extension becoming effective and the length of the voluntary extension.
2. Effective Date: The effective date of the first voluntary extension of enlistment is the date following completion of service under the current enlistment contract, as set forth in the MCTFS PRIM, paragraph 5164, MCO P1040.31, and MCO P1040R.35. An exception to this normal rule applies in the case of voluntary extension agreements executed during the period of an involuntary extension. The effective date then would be the date the Marine executed the voluntary extension. Time lost on the current enlistment or current extension agreement must be made good before an extension/additional extension becomes effective.
3. Lump Sum Leave (LSL) Settlements
 - a. Active. On the effective date of a first voluntary extension of enlistment, a Marine who has an unused leave balance is entitled to a cash settlement for unused leave, provided the Marine has not previously been paid a cumulative total of 60 days LSL on or after 10 February 1976. The duration of the extension agreement has no bearing on the LSL entitlement. (Refer to the DODPM, table 4-4-4.) When reviewing the service record of a Marine who is serving on a voluntary first extension of enlistment, compare the first extension agreement with the LES to ensure that the proper leave accounting actions have been accomplished. Check and verify Career LSL on the annual LES and MCTFS VIS remark screen J947.
 - b. Reserve. Reserve Marines who perform 30 consecutive days of active duty are paid for unused leave upon release unless they were previously paid a cumulative total of 60 days LSL on or after 10 February 1976. The active duty period may be a single continuous period or may be multiple consecutive periods that equal or exceed 30 days. Ensure the career LSL remark is updated each time this occurs. Be especially alert to IADT periods. If a MCTFS record was not successfully established, the LSL remarks must be corrected. Upon request, the DFAS-KSC (FJV) will provide the number of days paid. (Ref: MCTFS PRIM, par. 5089) Check and verify Career LSL on the annual LES and VIS MCTFS remark screen M947.

<p>NOTE: Effective 2 August 1990, the 60 day LSL limitation does not apply to RESERVE members serving on active duty (other than for training) in connection with Operation Desert Shield/Storm. (Ref: P.L. 101-510, Sect. 1115, of Nov 5, 1990.</p>
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Figure 3-5.--LES Audit Procedures--Continued.

4. LSL/Leave Disposition on Reenlistment or First Extension of Enlistment (A)

a. A Marine can be paid LSL on an EofE reenlistment or on the effective date of the first voluntary extension of enlistment. An EofE reenlistment is defined as a reenlistment within three months of actual ECC, e.g., reenlistment 911001, Marine's old ECC is 911220, Marine has an EofE reenlistment. (Note: When computing the three month time frame, the day of normal expiration of enlistment is not included. For example: A Marine with an ECC of 920801 and reenlists on 950501 would be considered within the three month period even though inclusively it would be three months and one day.) Reference the APSM, par. 10203.1(c). The majority of errors detected in this area are caused by leave which has not been reported or has not appeared on the LES's. When the NAVMC 11060 is submitted to the disbursing officer for payment of LSL, it is important that all leave documentation on file in the service record is verified, and if leave periods are not reflected on the LES's they must be noted on the NAVMC 11060. The second major error in this area is the payment of more than 60 days unused leave on or after 10 February 1976. February 10, 1976 is the date the law was changed to limit a Marine to selling 60 days unused leave per career. (Ref: DODPM, table 4-4-3, notes 1 and 2; and APSM, paragraphs 10201.3 and 40411)

b. Verify the leave balance on any LES which reflects a change of ECC. If the Marine sold leave, ensure the leave balance was reduced by the number of days sold as indicated in the disbursing officer's endorsement on the NAVMC 11060. If a Marine has a negative leave balance when reenlisting, ensure that the unit reported the advanced leave balance carried forward.

<p>NOTE: The maximum amount of advanced leave which can be carried forward into a new enlistment or extension of enlistment is either 30 days or the amount of leave that can accrue during the new enlistment or extension, whichever is less. Anything in excess of that amount is to be charged as excess leave.</p>

PAGE 3, CHRONOLOGICAL RECORD

1. Although having little direct bearing on the administration of pay and allowances, the page 3 is a very important source document. As a source document, the page 3 can be used to verify other entries and information contained in the service record which does relate directly to the administration of pay and allowances. The following paragraphs provide some of the research uses of the page 3.

2. Leave Accounting. Compare periods of elapsed time between duty stations with the LES to determine whether delay en route has posted. If proceed, delay and travel have not posted on the LES, check related travel orders on the document side of the service record. The page 3 is also a good indicator of possible elapsed time. If, after verifying the join and transfer dates on page 3, there is an indication that delay en route is involved and the delay is not reflected on the LES, the possibility exists that the Marine has not completed a travel claim. Try to obtain a copy of the liquidated travel claim. If a copy exists, request the disbursing officer report the elapsed time on the disbursing diary. If a copy does not exist, have the Marine submit a travel claim.

3. Periods of Temporary Duty (TDY)/Temporary Additional Duty (TAD). Compare entries relative to periods of TDY/TAD away from the PDS with LES's to determine whether appropriate credits or checkages of rations have been reported on the unit diary and have posted to the LES. Ensure that any periods of leave taken in connection with the TDY/TAD have been reported by the disbursing officer.

4. Periods of Nonduty. Compare periods of nonduty which involve time lost with VIS MCTFS remark screen J905 and entries on 11, 12, 13, and 13a, as applicable, to ensure they all agree (also check page 5 on the document side of the SRB for entries.). Examine the LES's to ensure the PEBD and ECC have been properly adjusted and proper deductions for nonaccrual of leave have been effected.

5. Clothing Replacement Allowance (CRA)

a. Compare the date of assignment to active duty with the related entry on page 3, the DD Form 4, and block 9 of the LES to determine that the CRA date is properly substantiated. (Ref: MCO P10120.28, ICR, Chap. 4 and MCTFSPRIM, paragraph 5018).

b. Incorrect CRA Date

(1) The CRA date is normally the date the Marine came on active duty. Compare the date the Marine came on active duty, shown on the DD Form 4, and the date in block 9 of the LES. Normally these dates should agree.

(2) Conditions of entitlement to CRA and RCRA are contained in MCO P10120.28E, Chap 4; and DODPM, table 3-5-5, rule 4. A decision logic table is located in table 5-13 of the MCTFSPRIM.

PAGE 11. ADMINISTRATIVE REMARKS

1. Absence IHCA/IHFA. Compare entries on VIS MCTFS remark screen J905/M905 and pages 3, 12, 13, and 13a, as appropriate, to determine that the periods agree. If the absence was not excused as unavoidable, as provided in the IRAM, par. 4012.3a, the time lost entry must be reported and appropriate deductions for nonaccrual of leave reflected on the LES. When an extended period of time has elapsed following return to duty and the civil case is still pending, effort should be made to determine the status of the case. In cases where the enlisted Marine is IHCA/IHFA and later acquitted or released without trial, record inclusive dates of confinement and the fact of the acquittal or release without trial, as directed by the IRAM, par. 4012.3a. A review of these entries should determine that the PEBD was not changed; that deductions for nonaccrual of leave do not reflect on the LES; and that pay and allowances checked for the period of absence have been restored. Due to the numerous cases when IHCA/IHFA can and cannot be charged as time lost, review the listed references. (Ref: DODPM, part 1, table 1-3-2 and MCTFS PRIM, par. 5084 and 5085.)

2. PEBD. When an entry appears indicating a CMC approved correction to dates on the DD Form 4, verify recomputation of the PEBD.

PAGE 12, OFFENSES AND PUNISHMENTS; PAGE 13, RECORD OF CONVICTION BY COURT-MARTIAL; PAGE 13A, SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL

1. Active

a. Comparison of Entries. Screen all page 12 entries for possible lost time and/or reduction in grade. Compare with entries on the ROS and pages 3, 11, 13, and 13a, as appropriate, to ensure agreement and actual completion of all required entries. Ensure required entries have been reported on the unit diary by viewing VIS MCTFS remark screens J905, and J925.

b. Absence Excused as Unavoidable. Ensure periods of unauthorized absence in excess of 24 hours, which have been excused as unavoidable by the commanding officer, have been properly converted and charged as leave, when required. (Ref: MCO P1050.3, par. 2021; DODPM, table 1-3-2; MCTFS PRIM, par. 5160)

c. Commanding Officer's Punishment. Screen NJP entries for legal propriety of the action. Forfeitures must be expressed in even dollar amounts to the lowest even dollar. Refer to the MCTFS PRIM, par. 5107, LEGADMINMAN, par. 2005, and MCM, 1984, part V, par. 5. When a reduction and forfeiture are jointly awarded, the amount of the forfeiture must be based on the grade to which reduced, even though the reduction may have been suspended. Common errors with NJP involve forfeitures that exceed the maximum allowable amounts, and failure to report the punishment on the unit diary.

d. Forfeiture Erroneously Reported/Exceeds Maximum Allowable. This error occurs when pages 12, 13, or 13a, as appropriate, disagree with what is reflected on the Marine's LES. For example: Page 13 shows forfeiture of \$100.00 per month for 2 months with 1 month suspended. However, the LES reflects a total forfeiture of \$200.00. Another common error occurs when the maximum amount of the forfeiture awarded is greater than that allowable by law. Refer to the MCM, 1984, part 5 for the maximum amount of forfeitures allowable. (Ref: MCTFS PRIM, par. 5027)

e. Not Recorded or Filed in SRB. The LES reflects a punishment (forfeiture) for which there is no corresponding page 12 entry or page 13 on file in the service record. (Ref: IRAM, par. 4013 (page 12) and 4014 (page 13)).

f. Errors connected with conviction by courts-martial involve:

(1) Reporting an effective date on the unit diary other than the date the convening authority (CA) approved the sentence and ordered it executed (MCTFS PRIM, par. 5027); and

(2) Failure to report reductions of the sentence directed by the reviewing authority. (Ref: MCTFS PRIM, par. 5027); and

(3) Good Conduct Medal date not being run, or incorrectly run due to confinement time being counted as good time.

Figure 3-5.--LES Audit Procedures--Continued.

2. Reserve

a. Ensure that punishments shown on pages 12 and 13, as appropriate, were reported and posted to the LES. Be sure that forfeitures or punitive reductions shown on the LES are on pages 12 or 13. Ensure the required entries have been reported on the unit diary by reviewing VIS MCTFS remark screens M905, M925 and M984. Refer to MCTFSPRIM, par. 5160, when the absence is excused as unavoidable.

b. Verify that the punishment awarded did not exceed the commander's authority (see MCM, 1984, part 5). To calculate the maximum amount of an NJP forfeiture, consider three things; (1) the grade of the officer awarding the forfeiture, (2) the Marine's rate of pay, and (3) the number of scheduled drills to be performed during the period of the forfeiture. Company grade officers (captains and below) can award forfeitures up to 7 days pay for 1 month. Field grade officers (major through colonel) can award forfeitures of 1/2 of 1 months pay for 2 months. Officers in charge, regardless of grade, are limited to the punishment authorized for a company grade officer.

c. When only IDT pay (commonly referred to as drill pay) is involved:

(1) Determine the amount the Marine is entitled to for the performance on one IDT period. Pay for 1 IDT period is 1/30 of the monthly basic pay prescribed for the Marine's grade and years of service. DODPM, par. 80301 applies.

EXAMPLE: Accused is a PFC with less than 2 years time
in service
Base pay = \$845.10
 $\$845.10 \times 1/30 = \28.17

(2) Determine the number of IDT periods for which pay is subject to forfeiture. A company grade officer may not impose a forfeiture which extends beyond a one-month period. A field grade officer may not impose a forfeiture that extends beyond a two-month period.

EXAMPLE: A company grade officer imposed NJP on 12 July. The accused performed 2 IDT periods on 12 July and the unit is scheduled to perform 4 IDT periods between 12 July and 11 August (2 IDT periods each on 10 and 11 August). The total IDT pay subject to forfeiture is 6 IDT pay periods, computed as follows:

12 July date performed 2 IDT periods

10 August scheduled IDT: 2 IDT periods

11 August scheduled IDT: 2 IDT periods

(3) Determine the amount of pay subject to the forfeiture by multiplying the pay for 1 IDT period by the number of IDT periods performed or scheduled during the period of forfeiture applies:

EXAMPLE: $\$28.17$ IDT pay for 1 IDT period
X 6 IDT periods

 $\$169.02$ Total subject to forfeiture

(4) Determine the maximum forfeiture by taking 7/30th's (or 15/30th's for field grade) of total pay subject to forfeiture. Maximum forfeiture = Single IDT period Basic Pay X Number of IDT Periods Scheduled Within Next 30 Days X .2333 (decimal equivalent of 7/30) (Round to lowest whole dollar amount.)

EXAMPLE: $7/30\text{th's or } .2333 \times \$169.02 = \$39.43$
Maximum = \$39.00 Stated in whole dollar amounts.

Figure 3-5.--LES Audit Procedures--Continued.

ANNUAL LES

1. The anniversary (annual) LES is a printout of the information contained in the Marine's Master Military Pay Account (MMPA) maintained at Kansas City, Missouri. The information on the anniversary LES is identical to the information which appears each month on the Marine's LES and contains a history of bonuses and leave data for active duty accounts.

2. All LES's in the field service record may be removed, with the exception of the annual LES, once all information on the annual LES has been verified as accurate or corrective action initiated.

3. Annual Audit Verification

a. Active. Regular leave balance - this shows the regular leave balance at the end of the period covered by the annual LES.

(1) Check to see that all leave periods are posted and that any delay en route, as indicated on page 3, is reflected. Because leave papers and PCS/TAD orders which authorize delay are removed when the leave/delay posts, there should be no old leave papers or PCS/TAD orders in the service record. If there are leave papers or PCS/TAD orders in the service record and the authorized leave/delay has not posted to the LES, the leave/delay must be reported again. Also verify Combat Leave balance, if applicable.

(2) Verify periods of time lost that occurred during the annual LES period. Compare the time lost periods on pages 3, 11, 12, and 13 and VIS MCTFS remark screen J905 with the time lost periods on the annual LES. Any time lost that has not been reported or has been reported incorrectly must be reported or corrected on the unit diary.

b. Active and Reserve. Total LSL paid - this shows the total number of days LSL paid on or after 10 February 1976.

c. Active. RRB/VRB/SRBP - this shows the effective date of the last payment, multiple, total entitlement, total paid, installment plan, anniversary date, total RRB paid, recouped, and if combat zone exclusion applies.

(1) For RRB paid prior to 30 June 1976, information will be on the reenlistment contract in the form of an endorsement from the disbursing officer who made the payment. After 30 June 1976, the bonus data is recorded on a copy of the DD Form 114/NAVMC 11060 that authorized the bonus. The copy of the NAVMC 11060 will be filed in the SRB (for current enlistment only).

(2) Compute each bonus paid, total them, and compare that amount with the amount recorded on the annual LES. They must agree. Report any discrepancies to the disbursing officer for resolution.

d. Active and Reserve. Dependency Certifications - all Marines who are in receipt of BAQ at the with dependents rate must complete the dependency certificate for the periods covered. The one exception, however, is for those Marines who are assigned adequate Government quarters for the entire period. (Ref: MCTFSPRIM, par. 5008 and MCO P7220.42A, RFPM, par. 90407.2b)

e. Active. VHA Certification. Beginning with the March 1987 LES, Marines receiving VHA must certify their housing expenses annually.

f. Audit Trail. Establish procedures to ensure entries reported on the unit diary are correctly recorded in the field service record. A simple audit trail could be developed which would enable supervisory personnel to identify what transactions have been accomplished, and who accomplished them. A suggested method is as follows:

(1) Unit Diary Clerks: Prepares unit diary entries from supporting documentation.

(2) Personnel/Administrative Chief: Reviews each entry on the unit diary and supporting documentation for accuracy.

(3) Commanding/Administrative/Personnel Officer: Reviews the unit diary and all supporting documentation for accuracy prior to certifying the unit diary.

(4) SRB Clerk: Transcribes appropriate entries in the service records and files the required supporting documentation.

Figure 3-5.--LES Audit Procedures--Continued.

(5) Personnel/Administrative Chief: Reviews each entry made in the service record. Ensures required supporting documents are correct and filed in the service records, if applicable.

g. To be certain a clear audit trail exists, establish procedures which will identify which transactions have been accomplished and who accomplished them. For example, when the SRB clerk transcribes an entry in the service record from the unit diary, the clerk would initial the unit diary certifying that all appropriate action has been accomplished. After reviewing the entry, the personnel/administrative chief would initial the unit diary entry attesting to its accuracy to include the required supporting documentation. When the commanding/administrative/personnel officer reviews the service records and signs the entry, the unit diary entry would again be initialed. The final initial would indicate that all required action has been completed. It is further suggested that during the detection of a pay related change or error and the reporting of it that the unit diary number and entry be annotated on the latest LES. During the audit of the first subsequent LES, these entries should be brought forward, if not posted. If posted, annotate next to the unit diary entry and the LES, which month's LES it posted to. Upon receipt of the second LES, if the entry has still not posted, corrective action must be taken. This would provide a quick way to audit LES's and serve as a backup for the advisory and error reports.

Figure 3-5.--LES Audit Procedures--Continued.

APPENDIX A

ADMINISTRATIVE REFERENCES

The purpose of this appendix is to provide a ready list of references frequently used by administrators. This list is not all inclusive. Refer to only the most current editions. The listing is grouped alphabetically by originator then in SSIC sequence. The Publication Control Numbers (PCN's) listed are for the basic directive/publication only. Consult the current edition of NAVMC 2761, Catalog of Publications, for the PCN's for published changes, if applicable. PCN's are provided to assist in establishing the command's PL.

DoD 4525.8-M, DOD OFFICIAL MAIL MANUAL PCN: 41100063800

Provides instructions for implementing the nine-digit ZIP Code System for Marine Corps Units.

DoDPM--DEPARTMENT OF DEFENSE MILITARY PAY AND ALLOWANCES ENTITLEMENT MANUAL PCN: 74000000100

Provides statutory provisions for entitlements, deductions, and collections and establishes Department of Defense policy on the pay and allowances of military personnel.

FMFM 3-1--COMMAND AND STAFF ACTIONS PCN: 13900014500

Sets forth doctrine, procedures, and techniques for the execution of command and staff action within the Marine Corps.

JAGINST 5800.7--MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN)
PCN: 40900580000

Provides regulations and guidance for courts of inquiry, investigations, claims, etc., to include authority of armed services personnel to perform notarial acts.

MANUAL FOR COURTS-MARTIAL, UNITED STATES 1984 PCN: 50100339000;
(Binder: 50100339060)

Contains the rules for courts-martial, the military rules of evidence, the punitive articles, and nonjudicial punishment procedures as they apply to members of the military services.

MARINE CORPS MANUAL, 1980 PCN: 50100342500; (Binder: 50100342600)

The Marine Corps Manual is designed primarily for use by Marine Corps commanders and their staffs. It contains such items as delegation of authority, inspections, directive requirements, etc. and should be used with U.S. Navy Regulations to ascertain departmental policy as it relates to the Marine Corps.

MCO P1000.6--ASSIGNMENT, CLASSIFICATION AND TRAVEL SYSTEMS MANUAL (ACTS) PCN: 10200010000

Contains instructions, procedures, and regulations for classification and testing, distribution, assignment, and transfer of officers and enlisted personnel.

MCO P1001R.1--MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL (MCRAMM) PCN: 10200030000

Contains instructions for Marine Corps Reserve administrative and management policies.

MCO 1001.39--COUNSELING OF ENLISTED PERSONNEL BEING SEPARATED FROM ACTIVE DUTY IN THE REGULAR MARINE CORPS CONCERNING PARTICIPATION IN THE MARINE CORPS RESERVE PCN: 10200090000

Provides counseling guidance and administrative instructions relative to qualified enlisted Marines who are being separated from active duty concerning participation in the Marine Corps Reserve.

MCO 1001.52--ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC) PCN: 10200135902

Prescribes policies and procedures pertaining to the selection, assignment, utilization, and administration of Marine Corps Reserve personnel who provide full-time, active duty support to the Reserve component within the Total Force Marine Corps.

MCO 1001R.54--MARINE CORPS RESERVE INCREMENTAL INITIAL ACTIVE DUTY
FOR TRAINING (IIADT) PROGRAM PCN: 10200136100

Contains information and instructions for the administration of the
IIADT Program in the Marine Corps Reserve.

MCO P1020.34--MARINE CORPS UNIFORM REGULATIONS (MCUR)
PCN: 10200150000

Contains current policies regarding the wearing of Marine Corps
clothing.

MCO 1040.9--ENLISTED COMMISSIONING PROGRAM (ECP) PCN: 10200200000

Sets forth the requirements and regulations whereby enlisted
Marines may apply for assignment to Officer Candidates School and
subsequent appointment to unrestricted commissioned officer grade
in the U.S. Marine Corps Reserve.

MCO 1040.22--NAVAL FLIGHT OFFICER (NFO) PROGRAM PCN: 10200240000

Sets forth the provisions whereby active duty commissioned officers
may submit applications for assignment to the NFO Program.

MCO P1040.31--CAREER PLANNING AND DEVELOPMENT GUIDE
PCN: 10200280200

Contains policies and procedures to be used in the conduct of the
Marine Corps Career Planning Program.

MCO P1040R.35--MARINE CORPS RESERVE CAREER PLANNING GUIDE
PCN: 10200280600

Contains policies and procedures to be used in the conduct of the
Marine Corps Reserve Career Planning Program.

MCO 1040.41--MERITORIOUS COMMISSIONING PROGRAM (MCP)
PCN: 10200281200

Establishes a program whereby commanding officers may nominate
qualified enlisted Marines for assignment to Officer Candidate
School and subsequent commissioning in the Marine Corps Reserve.

MCO P1050.3--REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE
ABSENCE PCN: 10200310000

Provides regulations and policies on leave, liberty, and
administrative absence.

MCO P1070.12--MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL
(IRAM) PCN: 10200430500

Provides policies, procedures, and technical instructions for the
administration of personnel records.

MCO 1070.14--CONTENTS OF OFFICIAL MILITARY PERSONNEL FILES (OMPF)
PCN: 10200430700

Provides information on the contents of the OMPF in use at HQMC and
policy and procedures for sending authorized documents to HQMC for
insertion in the OMPF.

MCO P1080.20--MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL
(MCTFSCODESMAN) PCN: 10200470000

Contains information used in connection with personnel reporting
matters in MCTFS.

MCO P1080.40--MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING
INSTRUCTIONS MANUAL (MCTFS PRIM) PCN: 10200571000

Provides policies, procedures, and technical instructions regarding
the reporting of personnel information into the MCTFS.

MCO 1100.77--GRADE APPOINTMENTS/REAPPOINTMENTS POLICY FOR BROKEN/
CONTINUOUS REENLISTMENTS PCN: 10200590900

Provides policies regarding the appointment/reappointment of former Marines and members of the SMCR upon enlistment/reenlistment into the Regular Marine Corps.

MCO 1130.57--ENLISTMENT BONUS PROGRAM (EBP) PCN: 10200690800

Provides instructions for the administration of the Enlistment Bonus Program.

MCO P1200.7--MILITARY OCCUPATIONAL SPECIALTIES MANUAL (MOS MANUAL)
PCN: 10200760000

Presents the job structure and career development structure which enables the Marine Corps to carry out its assigned mission.

MCO 1210.8--LATERAL MOVE AND CAREER BROADENING TOUR PROGRAMS FOR
MARINE OFFICERS PCN: 10200790200

Establishes lateral move and career broadening tour programs for Marine officers.

MCO 1220.5--ENLISTED LATERAL MOVEMENT PCN: 10200800000

Establishes procedures for the Marine Corps enlisted lateral movement program.

MCO 1300.8--MARINE CORPS PERSONNEL ASSIGNMENT POLICY
PCN: 10200820000

Implements Department of Defense policy and provides guidance relative to the assignment and permanent change of station (PCS) of Marines.

MCO 1300.20--ENLISTED QUALIFICATION CRITERIA AND ASSIGNMENT
PREREQUISITES FOR MARINE CORPS SECURITY FORCES (MCSF)
PCN: 10200860000

Provides criteria and assignment prerequisites for the selection of personnel for duty with Marine Corps Security Forces.

MCO 1300.31--ENLISTED CLASSIFICATION AND ASSIGNMENT DOCUMENTS
PCN: 10200950100

Provides field commands with information concerning enlisted personnel status as reflected in the MCTFS.

MCO 1306.2--ASSIGNMENT TO SECURITY GUARD DUTY WITH THE DEPARTMENT
OF STATE'S FOREIGN SERVICE ESTABLISHMENTS PCN: 10201000000

Provides information, qualifications, and administrative instructions for assignment of enlisted Marines to the Department of State Security Guard Program.

MCO 1306.16--CONSCIENTIOUS OBJECTORS PCN: 10201030000

Provides policy and procedures concerning conscientious objection applicable to all Marines.

MCO 1320.11--MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM
PCN: 10201080000

Provides instructions and specific administrative guidance for the conduct of the Marine Corps Personnel Sponsorship Program.

MCO 1326.5--AUTOMATED ORDER WRITING PROCESS (AOWP)
PCN: 10201100300

Issues instructions regarding promulgation of PCS orders through MCTFS.

MCO 1326.6--SELECTION, SCREENING, AND PREPARATION OF ENLISTED MARINES FOR ASSIGNMENT TO DRILL INSTRUCTOR, RECRUITER AND INDEPENDENT DUTY PCN: 10201100400

Publishes instructions relative to the selection and screening of enlisted Marines for drill instructor, recruiter, and independent duty assignments.

MCO P1400.31--MARINE CORPS PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (MARCORPROMMAN, VOL 1, OFFPROM) PCN: 10201150100

Contains the basic instructions relative to the administration of officer promotions in the Marine Corps.

MCO P1400.32--MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS (MARCORPROMMAN, VOL 2, ENLPROM) PCN: 10201150200

Contains the basic instructions relative to the administration of enlisted promotions in the Marine Corps.

MCO 1510.53--INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR PERSONNEL AND ADMINISTRATION OCCUPATION FIELD (OCCFLD) 01 PCN: 10201653500

Contains ITS for each of the MOS's in the 01 OccFld.

MCO 1550.3--MARINE CORPS INSTITUTE (MCI) CORRESPONDENCE COURSES PCN: 10201840000

Sets forth service record entry requirements upon course completion, failure, disenrollment, and transfer.

MCO 1560.15--MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP) PCN: 10201950000

Provides instructions pertaining to applications for and administration of the MECEP.

MCO 1560.28--VETERANS ADMINISTRATION EDUCATIONAL ASSISTANCE PROGRAM (VEAP) PCN: 10201991200

Sets forth policies and procedures governing VA education or assistance available to eligible Marine Corps personnel.

MCO P1610.7--PERFORMANCE EVALUATION SYSTEM (PES) PCN: 10202100000

Provides guidance for the administration and operation of the PES for Marine Corps officers and noncommissioned officers and for Navy personnel assigned to Marine Corps commands.

MCO 1610.11--PERFORMANCE EVALUATION APPEALS PCN: 10202110200

Provides procedures whereby officers and noncommissioned officers (sergeant and above) may submit fitness report appeals to the Board for Correction of Naval Records (BCNR) via the Performance Evaluation Review Board (PERB).

MCO 1610.13--FITNESS REPORT AUDIT PROGRAM (FRAP) PCN: 10202110400

Provides policy and procedures for the FRAP and administrative instructions for the audit and correction of individual performance records.

MCO 1610.15--ENLISTED SUBSTANDARD PERFORMANCE NOTIFICATION PCN: 10202110600

Provides instructions for the conduct of the Enlisted Substandard Performance Notification program.

MCO 1650.19--ADMINISTRATIVE AND ISSUE PROCEDURES FOR DECORATIONS, MEDALS AND AWARDS PCN: 10202200000

Prescribes procedures and instructions for issuing decorations, medals and awards and sets forth policy guidance for award recommendations.

MCO 1700.21--WELFARE PCN: 10202320000

Provides information regarding assistance available to Marines and their dependents.

MCO 1700.22--ALCOHOLIC BEVERAGE CONTROL IN THE MARINE CORPS
PCN: 10202320100

Publishes Marine Corps policy concerning the possession, consumption, and sale of alcoholic beverages within the Marine Corps. This order requires the commander to publish detailed alcoholic beverage control instructions.

MCO 1700.23--REQUEST MAST PCN: 10202320200

Sets forth Marine Corps request mast policy and procedures.

MCO 1740.13--ESTABLISHMENT OF CHILD CARE PLANS FOR DUAL-SERVICE PARENTS AND SINGLE PARENTS WITH CUSTODY OF THEIR CHILDREN
PCN: 10202426000

Publishes policy and establishes procedures for child care plans for dual-service parents and all single parents having custody of their children.

MCO P1741.8--GOVERNMENT LIFE INSURANCE MANUAL PCN: 10202440000

Publishes information and establishes standing operating procedures for the administration of Servicemen's Group Life Insurance (SGLI), Veterans Group Life Insurance (VGLI), National Service Life Insurance (NSLI), and the United States Government Life Insurance (USGLI) within the Marine Corps.

MCO P1741.11--SURVIVOR BENEFIT PLAN (SBP) PCN: 10202460100

Publishes policies and procedures for the implementation and administration of the Survivor Benefit Plan.

MCO P1751.3--BASIC ALLOWANCE FOR QUARTERS (BAQ) FOR MARINES WITH DEPENDENTS PCN: 10202550000

Provides instructions for the administration of applications for BAQ for Marines (both officers and enlisted) with dependents and related matters.

MCO P1760.8--CIVIL READJUSTMENT MANUAL PCN: 10202640000

Provides information, policies, and procedures necessary to carry out an effective civil readjustment program within the Marine Corps.

MCO 1760.11--PRERETIREMENT COUNSELING PCN: 10202640300

Provides guidance and establishes responsibility for preretirement and SBP counseling of Marines.

MCO 1770.2--NOTICE OF ELIGIBILITY (NOE) BENEFITS FOR MEMBERS OF THE MARINE CORPS RESERVE PCN: 10202657000

Provides instructions concerning the administration of the NOE Program, to include the processing of NOE packages for reservists injured on inactive duty or active duty for 30 days or less.

MCO P1900.16--MARINE CORPS SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN) PCN: 10202730000

Establishes instructions, regulations, and policies on separations and retirements.

MCO P3000.15--MANPOWER UNIT DEPLOYMENT PROGRAM STANDING OPERATING PROCEDURES (MANPOWER UDP SOP) PCN: 10203045500

Establishes policies and procedures for deployment of units in connection with the Unit Deployment Program.

MCO P3040.4--MARINE CORPS CASUALTY PROCEDURES MANUAL (MARCORCASPROC MAN) PCN: 10203060000

Provides guidance for all personnel responsible for Marine Corps casualty reporting, notification assistance and casualty follow-up matters.

MCO 3574.2--MARKSMANSHIP TRAINING WITH INDIVIDUAL SMALL ARMS PCN: 10203380000

Establishes Marine Corps policy and prescribes requirements concerning marksmanship training with individual small arms.

MCO P4050.38--PERSONAL EFFECTS AND BAGGAGE MANUAL PCN: 10204190000

Publishes policies and procedures for the administration and disposition of personal effects and baggage.

MCO 4420.4--DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY (DODAAD) PCN: 10205410000

Provides amplifying instructions regarding assignment and use of DoD activity address codes (AC's).

MCO 4650.30--PORT CALL PROCEDURES APPLICABLE TO THE MOVEMENT OF MARINE CORPS-SPONSORED PASSENGER TRAFFIC BETWEEN CONUS AND OVERSEAS AREAS (INCLUDING ALASKA AND HAWAII) AND WITHIN AND BETWEEN OVERSEAS AREAS PCN: 10206400000

Establishes procedures for obtaining transportation arrangements or authority to procure commercial transportation through local carrier agents for Marine Corps-sponsored passenger traffic proceeding between CONUS and overseas areas (including Alaska and Hawaii) and within and between overseas areas.

MCO P4650.37--MARINE CORPS TRAVEL INSTRUCTIONS MANUAL (MCTIM) PCN: 10206420400

Provides guidance to Marine Corps commanding officers and disbursing officers in matters pertaining to travel of personnel.

MCO 5000.12--MARINE CORPS POLICY AND PROCEDURES FOR PREGNANT MARINES PCN: 10207020800

Establishes Marine Corps policy and procedures concerning retention, assignment, and separation of pregnant Marines.

MCO P5000.14--MARINE CORPS ADMINISTRATIVE PROCEDURES (MCAP) PCN: 10207021000

Provides guidance to all commanders and personnel concerned with the operation of staff level, consolidated and individual reporting unit levels administration.

MCO 5040.6--MARINE CORPS INSPECTIONS PCN: 10207050300

Sets forth the philosophy and responsibilities for the conduct of inspections, investigations, request mast and oversight of selected programs by the Inspector General of the Marine Corps (IGMC) and designated Marine Corps activities.

MCO P5110.4--THE MARINE CORPS OFFICIAL MAIL PROGRAM PCN: 10207290300

Provides information and direction concerning the requirements for using U.S. Marine Corps official mail.

MCO P5110.6--STANDING OPERATING PROCEDURES FOR MARINE CORPS UNIT MAILROOMS PCN: 10207290500

Provides instructions concerning the operation of Marine Corps unit mailrooms.

MCO P5200.22--MARINE CORPS VIDEO INQUIRY SYSTEM USERS MANUAL
(MCVISUM) PCN: 10207460400

Provides the user with the operational procedures and concise information in order to use the VIS effectively.

MCO 5210.11--RECORDS MANAGEMENT PROGRAM FOR THE MARINE CORPS
PCN: 10207480000

States the objectives of the records management program for the Marine Corps and responsibilities for administration.

MCO P5211.2--THE PRIVACY ACT OF 1974 PCN: 10207495000

Outlines the policies and procedures governing the collection, safeguarding, maintenance, public notice, use, access, amendment, and dissemination of personal information in systems of records maintained by the Marine Corps.

MCO 5213.7--MARINE CORPS FORMS MANAGEMENT PROGRAM PCN: 10207530000

Prescribes policy, procedures, and guidance for the management and control of forms.

MCO 5214.2--MARINE CORPS INFORMATION REQUIREMENTS (REPORTS)
MANAGEMENT PROGRAM PCN: 10207550500

Prescribes policy, assigns responsibilities, and sets forth guidance for the management and control of information requirements (reports).

MCO P5215.1--MARINE CORPS DIRECTIVE SYSTEM PCN: 10207570000

Publishes the policies and standards for the operation and maintenance of the Marine Corps Directives System.

MCO 5215.12--MAINTENANCE OF NAVY DEPARTMENT LETTER-TYPE DIRECTIVES
PCN: 10207580000

Publishes regulations concerning maintenance and filing of Navy Department directives.

MCO P5215.17--THE MARINE CORPS TECHNICAL PUBLICATIONS SYSTEM
PCN: 10207590200

Publishes the policies and standards for the operation and maintenance of the Marine Corps Technical Publications System.

MCO 5216.9--HQMC ORGANIZATION AND ORGANIZATION CODES
PCN: 10207610000

Provides current information on the HQMC organization and directs the use of HQMC organization codes on communications from and to the Marine Corps.

MCO 5216.11--CONGRESSIONAL CORRESPONDENCE PCN: 10207630000

Provides guidance in preparing responses to inquiries from Members of Congress.

MCO 5216.16--USE OF THE TERMS REFERENCE AND ENCLOSURE
PCN: 10207630800

Sets forth guidance for the proper use of the terms reference and enclosure when preparing correspondence or Directives.

MCO 5216.19--ADMINISTRATIVE ACTION (AA) FORM, NAVMC 10274
(REV. 3-86) PCN: 10207650100

Provides information and instructions for preparation and use of the AA Form.

MCO P5230.11--AUTOMATED DATA PROCESSING EQUIPMENT FOR FLEET
MARINE FORCE (ADPE-FMF) PCN: 10207710500

Publishes information to commanders relative to the ADPE-FMF and to provide instructions for placing this item in service.

MCO 5300.3--FLEET MARINE FORCE PERSONNEL ASSISTANCE PROGRAM
PCN: 10207730000

Publishes policy and guidance regarding the Fleet Marine Force Personnel Assistance Program (FAP).

MCO 5311.1--TABLE OF ORGANIZATION MANAGEMENT PROCEDURES
PCN: 10207823500

Publishes policy and guidance for use in establishing manpower requirements and constructing and submitting changes to the Tables of Organization (T/O).

MCO P5320.5--PERSONNEL REQUIREMENTS CRITERIA MANUAL (PRCM)
PCN: 10207880000

The PRCM is published to:

- a. Provide information and guidance to all personnel concerned with personnel requirements
- b. Assist personnel planners in determining personnel requirements for various organizational functions with respect to workload
- c. Assist personnel planners in determining overall personnel requirements by military occupational specialty and occupational field with respect to workload
- d. Provide uniform staffing tables which can be used as guides for organizational adjustments.

MCO 5512.4--NO-FEE PASSPORTS PCN: 10208550000

Provides Marine Corps policy and instructions concerning no-fee passports for Marine Corps-sponsored personnel performing permanent change of station or temporary additional duty (PCS or TAD) travel and the administration of the Marine Corps Passport and Visa Program.

MCO P5512.11--IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORM SERVICES, THEIR DEPENDENTS, AND OTHER INDIVIDUALS
PCN: 10208570300

Outlines the regulations and policies for the application, verification, and issuance of identification cards and procedures for Defense Enrollment Eligibility Reporting System (DEERS).

MCO 5600.20--MARINE CORPS WARFIGHTING PUBLICATIONS SYSTEM
PCN: 10208640000

Implements processes for the development, review, and maintenance processes for warfighting publications.

MCO P5600.31--MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
PCN: 10208650000

Provides policy, regulations, responsibilities, and guidance governing printing and publications.

MCO P5720.56--AVAILABILITY TO THE PUBLIC OF MARINE CORPS RECORDS
PCN: 10208951200

Outlines policies and procedures for disclosure of records to the general public when processing requests made under the Freedom of Information Act (FOIA).

MCO P5750.1--MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM
PCN: 10209090000

Sets forth policies and procedures governing the administration of the Marine Corps Historical Program and delineates the respective responsibilities of Headquarters Marine Corps and field commands in the execution of this program.

MCO P5800.8--MARINE CORPS MANUAL FOR LEGAL ADMINISTRATION
(LEGADMINMAN) PCN:10209190000

Publishes policies, procedures, guidance, and instructions for administration actions in implementing the Uniform Code of Military Justice (UCMJ); the Manual for Courts-Martial, 1984 (MCM, 1984); and, the Manual of the Judge Advocate General (JAGMAN).

MCO 6000.1--ACTIVE DUTY DEPENDENTS DENTAL PLAN PCN: 10209300000

Publishes policy, procedures, and standards for the use of the Active Duty Dependents Dental Plan (DDP). Provides detailed instructions on enrollment, termination of the plan, and forms completion.

MCO 6100.3--PHYSICAL FITNESS PCN: 10209310000

Publishes policy and implementing instructions concerning physical fitness in the Marine Corps.

MCO 6100.10--WEIGHT CONTROL AND MILITARY APPEARANCE
PCN: 10209350200

Publishes policy and implementing instructions concerning weight control and military appearance in the Marine Corps.

MCO 6320.2--ADMINISTRATION AND PROCESSING OF HOSPITALIZED MARINES
PCN: 10209510000

Publishes instructions for providing prompt and complete administrative assistance to Marines who are hospitalized.

MCO 7130.1--ISSUANCE/MODIFICATION OF PERMANENT CHANGE OF STATION (PCS) TRAVEL ORDERS BY FIELD COMMANDS PCN: 10209770000

Delegates authority to certain field commands for issuance and/or modification of PCS orders and prescribes instructions which will enable HQMC to properly administer the PCS budget.

MCO 7220.12--SPECIAL DUTY ASSIGNMENT (SDA) PAY PROGRAM
PCN: 10209800000

Provides instructions for the Special Duty Assignment Pay Program established by section 307 of Title 37 United States Code.

MCO 7220.21--ADVANCE PAY ON PERMANENT CHANGE OF STATION (PCS);
POLICY FOR PCN: 10209830000

Establishes policy with regard to authorizing advance pay for enlisted members on PCS orders in all pay grades.

MCO 7220.24--SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM
PCN: 10209860200

Provides instructions for the administration of the SRB Program authorized by section 308 of Title 37, United States Code.

MCO P7220.31--AUTOMATED PAY SYSTEMS MANUAL (APSM)
PCN: 10209910000

Sets forth field procedures and regulations for the maintenance of pay entitlements within the MCTFS.

MCO P7220.42--RESERVE MANPOWER MANAGEMENT PAY SYSTEM FIELD
PROCEDURES MANUAL (RFPM) PCN: 10209912700

Sets forth field procedures and regulations for the maintenance of pay entitlements within the REMMPS.

MCO P7220.45--BOND AND ALLOTMENT MANUAL PCN: 10209913000

Sets forth field procedures and regulations for the maintenance of bonds and allotments in the MCTFS and on End User Computer Equipment (EUCE).

MCO 7220.52--FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) PROGRAM
PCN: 10209913700

Establishes criteria for designating personnel eligible for and provides instructions for the administration of the FLPP.

MCO P7301.104--ACCOUNTING UNDER THE APPROPRIATIONS "MILITARY PERSONNEL, MARINE CORPS" AND "RESERVE PERSONNEL, MARINE CORPS"
PCN: 10210256500

Publishes detailed accounting data for utilization in accounting for obligations and expenditures. Use this Manual when formulating travel appropriation for inclusion in funded travel orders.

MCO 10110.47--BASIC ALLOWANCE FOR SUBSISTENCE (BAS)
PCN: 10210861700

Outlines the regulations for administration of Basic Allowance for Subsistence (BAS) and procedures for the issue and control of the Meal Card (DD Form 714).

MCO P10120.28--INDIVIDUAL CLOTHING REGULATIONS (ICR)
PCN: 10210880000

Provides current instructions and guidance concerning the administration of individual uniform clothing.

MCO 10460.11--MICROFORM PERSONNEL RESEARCH LOCATOR
PCN: 10211130100

Publishes information on microform active duty personnel research locators generated by MCTFS and provides for their distribution.

NAVMC 2761--CATALOG OF PUBLICATIONS PCN: 10001345000

Identifies publications authorized for Marine Corps use. Aids commanders in ensuring that actual inventories of publications match the command's PL and in determining if PL changes are required.

NAVMC 2771--MARINE CORPS FORMAL SCHOOLS CATALOG PCN: 10001346000

Provides instructions and information pertaining to the formal schools program.

NAVMC 2922--UNITED STATES MARINE CORPS UNIT AWARDS MANUAL
PCN: 10001361200

List of all unit awards that have been presented to Marine Corps units since the beginning of World War II.

NAVMILPERSCOMINST 4650.2--ISSUANCE OF THE NAVY PASSENGER
TRANSPORTATION MANUAL (PTM)

Issues standardized policies and procedures for official transportation of Navy-sponsored passengers. Contains the current listing of overseas areas requiring dependent entry approval.

DPSINST 5215.1--DEPT OF THE NAVY CONSOLIDATED SUBJECT INDEX
PCN: 71000000000 and 71000000100

Transmits a Department of the Navy Directives Issuance System Consolidated Subject Index and serves as a checklist of Navy letter-type directives.

DPSINST 5215.2--DEPARTMENT OF NAVY DIRECTIVES ISSUANCE SYSTEM
CONSOLIDATED CHECKLIST

Provides a Consolidated Checklist of instructions originated by Washington headquarters organizations. Each instruction distributed to an activity listed in the Standard Navy Distribution List (SNDL) is listed in one of 23 volumes of the Consolidated Checklist. Activities may identify directives for which they are on the SNDL distribution by using the appropriate volume of the checklist.

NAVSO P-6034--JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1
PCN: 20360340000

Contains basic statutory regulations concerning travel and transportation allowance of members of the uniformed services, including all Regular and Reserve components thereof.

NTP-3--TELECOMMUNICATIONS USERS MANUAL PCN: 50100378000

Establishes the current message preparation procedures for both military and commercial addressees.

NTP 3 SUPP 1--U.S. NAVY ADDRESS INDICATING GROUP (AIG) AND COLLECTIVE ADDRESS DESIGNATOR (CAD) HANDBOOK PCN: 50100379000

Contains instructions for the use of AIG's; a numerical list of AIG's, cognizant authority and purpose; a numerical listing and composition of unique AIG's; instructions for the use of CAD's; and, an alphabetical list of authorized CAD's with cognizant authority and purpose.

OPNAV P09B2-107--STANDARD NAVY DISTRIBUTION LIST (SNDL), PART 1 "OPERATING FORCES OF THE NAVY, UNIFIED AND SPECIFIED COMMANDS, U.S. ELEMENTS OF INTERNATIONAL COMMANDS" AND OPNAV P09B2-105--STANDARD NAVY DISTRIBUTION LIST (SNDL), PART 2 AND CATALOG OF NAVAL SHORE ACTIVITIES

SNDL, Part 1 contains distribution lists which include Marine Corps Fleet Marine Force (FMF) (ground/air) organizations. SNDL, Part 2 contains distribution lists which include Marine Corps non-Fleet Marine Force (non-FMF) (ground/air) organizations.

OPNAVINST 5510.1--DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM REGULATIONS PCN: 21800150000

Provides regulations and guidance for classifying and safeguarding classified information and for personnel security.

SECNAVINST 1650.1--NAVY MARINE CORPS AWARDS MANUAL
PCN: 21600050000

Contains administrative procedures, information and regulations concerning current awards available to individuals and units in the naval service.

SECNAVINST 5210.11--STANDARD SUBJECT IDENTIFICATION CODES (SSIC)
PCN: 21600280000

Outlines the process for segregating and filing Navy and Marine Corps records and acts as the single standard system of numbers and/or letter symbols used throughout the Department of the Navy for: categorizing and subject classifying Navy and Marine Corps information; identifying directives, blank forms, and reports; and establishing filing and retrieval systems.

SECNAVINST 5212.5--DISPOSAL OF NAVY AND MARINE CORPS RECORDS/
SECNAVINST 5212.5C (DOES NOT INCLUDE CHAPTERS 3 AND 5 OF PREVIOUS EDITION)--NAVY AND MARINE CORPS RECORDS DISPOSITION MANUAL
PCN: 21600355500 and 21600355600

The combination of these two directives prescribes policy and procedures for the Department of the Navy's Records Disposal Program and establishes authorized retention standards for naval records.

SECNAVINST 5215.1--DEPARTMENT OF THE NAVY DIRECTIVES ISSUANCE SYSTEM

Contains policies, responsibilities, and standards for the administration of the Department of the Navy Directives Issuance System.

SECNAVINST 5216.5--DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
PCN: 21600400000

Prescribes policies, procedures, and guidance for the preparation of correspondence.

SL-1-2--MARINE CORPS STOCK LIST - INDEX OF AUTHORIZED PUBLICATIONS
FOR EQUIPMENT SUPPORT PCN: 12100000300

Contains a listing of publications authorized for Marine Corps use for supply and maintenance support of equipment. Included are publications prepared by other services and commercial contractors that have been adopted for use by the Marine Corps. The SL-1-2 is used by all echelons of command to determine the authorized publications required to accomplish the assigned mission of the organization concerned.

SL-1-3--MARINE CORPS STOCK LIST - INDEX OF PUBLICATIONS AUTHORIZED
AND STOCKED BY THE MARINE CORPS (PASM) PCN: 12100000300

Contains a listing of all types of publications authorized for use by the Marine Corps which are stocked at the Marine Corps Logistics Base, Albany, Georgia. Included are publications prepared by other Department of Defense activities that have been adopted or authorized for use by the Marine Corps.

SL-8-09993A--MARINE CORPS STOCK LIST OF BLANK FORMS
PCN: 12809993000

Contains a listing of all NAVMC blank forms required for Marine Corps-wide use and available for issue by requisition from the Marine Corps Supply System. Provides guidance for requisitioning of all other Government agency forms required for Marine Corps use.

UM-UDS-1080-02--UNIT DIARY SYSTEM (UDS) USER'S MANUAL
PCN: 18710800200

Provides a source document for training and operation for all UDS users.

UM-OLDS--USER'S MANUAL (UM) FOR THE ON-LINE DIARY SYSTEM (OLDS)
PCN: 10000001500

Provides detailed instructions and procedures for using the OLDS.

USN PLAD 1--MESSAGE ADDRESS DIRECTORY PCN: 50100379100

This joint services publication contains a standard listing of all Army, Air Force, Navy, Marine Corps, and Coast Guard plain language address designators, plus joint service/DoD plain language addresses used in the preparation of messages.

U.S. NAVY REGULATIONS, 1990 PCN: 50100370000; (Binder:
50100370060)

Contains chapters setting forth authority and responsibilities of the Commandant of the Marine Corps, commanding officers, and other commanders; precedence, authority and command; honors and ceremonies, etc.

WORLDWIDE GEOGRAPHIC LOCATION CODES PCN: 50100900000

This publication lists the standard numeric and alpha codes to use in designating geographic locations in the MCTFS, and other automated data processing programs.

APPENDIX B

ADMINISTRATIVE NOTES CONCERNING GENERAL ADMINISTRATION MATTERS

The purpose of this appendix is to provide guidance on common problem areas experienced by field commands in the area of general administration. This appendix is not all inclusive and should not to be construed as directive in nature. Use this appendix to supplement procedures set forth in Marine Corps and higher headquarters directives and those unwritten procedures developed in-house.

1. ALMAR/ALNAV FILES. ALMAR's and ALNAV's may require filing by four separate methods. Because these messages may be referenced in correspondence by serial number, date-time-group (DTG), standard subject identification code (SSIC), or date (when published as an order, instruction, bulletin, or notice), filing may be accomplished in each of the following categories:

- a. Correspondence file (dispose of as authorized by respective SSIC)
- b. ALMAR/ALNAV file (in serial number sequence)
- c. Message Folder (in DTG sequence - retain for a minimum of 3 months and a maximum of 6 months)
- d. Master Directives File (retain until canceled or superseded)

2. MAINTENANCE OF NAVY DIRECTIVES

a. Change Notations. Regulations concerning maintenance and filing of Navy Department directives are contained in MCO 5215.12. This directive does not, however, address the placement of the change notation for Navy directives. The placement of the change notation differs from that of Marine Corps directives. SECNAVINST 5215.1, Department of the Navy Directives Issuance System, outlines change notation requirements and states in part, that proper notations, such as "CH-1," etc., are entered in the upper right margin of the first page of each directive changed (or on the record of changes sheet for a publication-type instruction) to indicate changes received and incorporated.

b. Change Transmittals. Change transmittals are the medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits, and gives directions for making them. Some change transmittals may contain filing instructions, as is the case when repetitive changes are made; i.e., changing an office code throughout the instruction. Normally, however, change transmittals do not become an integral part of the instruction they modify. Once you accomplish the change action and make the change notation, the transmittal is destroyed.

3. NAVY DIRECTIVES CHECKLISTS. MCO 5215.12J published regulations concerning managing, maintaining, filing, and establishing "Must Hold" lists of Navy directives. Enclosure (1) established regulations for Managing Navy Directives and establishes a "Must Hold" list. Enclosure (2) sets forth instructions pertaining to the Checklist for Internal Management Control for Managing and Establishing "Must Hold" list. The following is a listing of Electronic Resources and Publications required for auditing Navy directives.

a. Marine Corps Publications Distribution System (MCPDS), Publications Data Base (resident on the mainframe at Quantico, VA).

b. MCO 5215.12, Managing and Maintaining Navy Directives Files and Establishing "Must Hold" Lists.

c. MCO P5600.31, Marine Corps Publications and Printing Regulations.

d. NAVMC 2761, Catalog of Publications.

e. SL-1-3, Marine Corps Stock List - Index of Publications Authorized and Stocked by the Marine Corps (PASMC).

f. DPSINST 5215.1, Department of the Navy Directives Issuance System Consolidated Subject Index.

g. DPSINST 5215.3, Department of the Navy Directives Issuance System Consolidated Checklist.

h. NAVSUP PUB 2002D, Unabridged Navy Index of Publications and Forms.

i. OPNAV P09B2-107, Standard Navy Distribution List (SNDL), Part 1, "Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands" (for FMF organizations).

j. OPNAV 09B2-105, Standard Navy Distribution List (SNDL), Part 2, and Catalog of Naval Shore Activities (for non-FMF organizations).

4. REQUISITIONING NAVY DIRECTIVES. Unclassified Navy directives, like classified, are assigned stock numbers and incorporated into the Military Standard Requisitioning and Issue Procedures (MILSTRIP). The Naval Publications and Forms Center (NPFC) publication NPFC PUB 2002D, Unabridged Navy Index of Publications and Forms, contains a separate directives section listing directives and their stock numbers. Commands will submit requests for copies of directives stocked at NPFC in MILSTRIP format using a DD Form 1348 following NAVSUP P437 and NAVSUP P483 (these NAVSUP publications are available through normal supply channels). If a directive stock number is not listed in NPFC PUB 2002D, contact the NPFC, Customer Research Desk (Code 1053), DSN 442-2626/2997 or commercial (215) 697-2626/2997. Commands not receiving a copy of NPFC PUB 2002D or those who need to change their present copy requirements, should submit a written request via their supply officer to the Commanding Officer, Naval Aviation Supply Office, Cog I Support Branch (Code 1013), 5801 Tabor Avenue, Philadelphia, PA 19120-5099. If a requisitioned directive is unavailable, the NPFC does not fill backorders. Upon notification of unavailability, you must resubmit your request(s) after 30 days.

5. CHANGES TO HIGHER HEADQUARTERS DIRECTIVES WHICH IMPACT ON COMMAND-ISSUED DIRECTIVES

a. MCO P5215.1, The Marine Corps Directives System, tasks field commanders with ensuring that a thorough periodic review of command-issued directives is conducted and they are updated in a timely manner to conform with existing higher authority directives. Paragraph 1110, MCO P5215.1H provides a listing of directives that commanders are required to publish at the battalion/squadron and higher level. When a revision or change to a referenced higher authority directive is received, the command must immediately review their implementing directive for compliance. You must document this review to indicate whether the revision or change (does or does not) affect the command's directive and the action taken. Use the NAVMC 10974 (Rev. 2-80), Directive Review (5215) (NSN: 0000-00-006-6021) to record the results of the review.

b. The following examples show proper entries for documenting the review of revised or changed higher authority directives referenced in the command's implementing directive:

{li P5014C04.gif:SAMPLE DIRECTIVE REVIEW CARD}

* When all DCP Directive Review cards are signed by the adjutant or DCP, retain certification of the review by the cognizant staff officer on file with the card or with the official file copy of the directive.

6. DIRECTIVE REVIEW, NAVMC 10974 (Rev. 2-80). The following instructions are provided for the preparation and maintenance of the Directive Review Card(s). Either type or hand-write entries on the card using black ink. Either natural capitalization or all capital letters are acceptable for completion of the card. A sample completed Directive Review Card is contained in paragraph 5b, above, and figure 1-2 to MCO P5215.1H.

a. Upon promulgation of a new command-issued directive, complete the Directive Review Card as follows:

(1) Directive No. Block. Enter the subject (directive) number assigned to the directive. (The DCP should verify that the SSIC is proper and the consecutive point number was not previously used. The DCP is responsible for control and assignment of consecutive point numbers.) Enter the revision letter using pencil.

(2) Directive Title (or Short Title) Block. Enter the subject of the directive. Use the short title, if one is assigned. For example: IRAM, MCTFSPRIM, etc.

(3) Anniversary Blocks. The first letter of each month is printed on the card to identify the anniversary month the directive is due for annual review. If a 5 X 8 card file is used, place a metal tab in the appropriate month space. If an alternate method of filing is used, place an "X" through the letter indicating the month. When the "X" method is used, make the entry using a pencil as the anniversary date is subject to change.

(4) Date Promulgated Block. Enter the promulgation date of the directive. Use pencil as the promulgation date is subject to change.

(5) Promulgated By Block. Enter the section that is responsible for the contents of the directive and which will conduct the required annual review.

(6) Distribution Block. Enter the unit's internal distribution code and any "copy to" addressee indicated on the promulgation page. If distribution is "SPECIAL," indicate all recipients of the directive.

(7) Classification Block. Enter "UNCLAS" for unclassified directives and the appropriate classification for classified directives, e.g., CONFIDENTIAL, SECRET, etc.

(8) Directive Number Column. Enter the directive number, to include the consecutive point number. For example: 1070.14, 1050.3, etc.

(9) Date Reviewed Column. Enter the promulgation date of the directive.

(10) Remarks Column. Enter the word "NEW."

(11) Signature of Reviewing Officer Column. The individual responsible for review/promulgation of the directive will sign this block. This can be the CO, XO, adjutant, the individual assigned the responsibilities for administration of the DCP, or the cognizant staff officer responsible for publication of the directive, as listed in the "Promulgated By" block. When all Directive Review cards are signed by the adjutant or the individual responsible for the administration of the DCP, retain the certification of the review by the cognizant staff officer/section on file, either with the card or with the official file copy of the directive.

b. When a change is published to an existing directive, make entries on the card as follows:

(1) Directive Number Column. Enter the directive number, to include consecutive point number and, if assigned, revision suffix letter. For example: 1070.14, P1070.12G, 1050.3G, etc.

(2) Date Reviewed Column. Enter the date of the published change.

(3) Remarks Column. Enter the abbreviation for the word "change" followed by a dash and the change number, followed by the abbreviation for the word "issued" or the word published. For example: "CH-1 ISS" or "CH-2 PUBLISHED." If the change was the result of a change to a higher authority directive, indicate this information in the remarks column. For example: "CH-1 ISS TO COMPLY W/CH-1 TO MCO P5000.14A."

(4) Signature of Reviewing Officer Column. See paragraph 6a(11) above.

c. When a revision is published to an existing directive, make entries on the card as follows:

(1) Directive Number Block. If no previous revisions have been published, enter in pencil the revision suffix letter after the directive number. If a previous revision suffix letter appears, erase it and enter the appropriate revision suffix in pencil.

(2) Directive Title Block. Modify only if the revision changed the subject of the directive; otherwise, no changes are required.

(3) Anniversary Blocks. Move the metal tab to the appropriate block to indicate the new anniversary month of the revision or erase the penciled "X" and place an "X" in the new anniversary month of the revision. If the anniversary month of the directive did not change, no action is required.

(4) Date Promulgated Block. Erase the previous promulgation date and enter the promulgation date of the revision in pencil.

(5) Promulgated By Block. Modify only if the revision changed the responsible section; otherwise, no changes are required.

(6) Distribution Block. Change only if the revision modified the original distribution.

(7) Classification Block. Change only if the revision modified the original classification.

(8) Directive Number Column. Enter the directive number, consecutive point number, and assigned suffix letter. For example: P5000.14B, 1070.14A, etc.

(9) Date Reviewed Column. Enter the promulgation date of the revision.

(10) Canceled Column. Enter the directive number (and suffix letter, if applicable) of the directive being revised (canceled by the revision).

(11) Remarks Column. Enter the word "REVISION" (you may substitute the abbreviation for the word "revised", i.e., Rev.). If the revision was required by a change or revision to a higher authority directive, indicate this fact in the remarks column. For example: "REV. TO COMPLY W/CH-3 TO MCO P1050.3F" or "REV. TO COMPLY W/PROV OF MCO P1050.3G."

(12) Signature of Reviewing Officer Column. See paragraph 6a(11) above.

d. When an annual review is conducted or a review is required by the issuance of a change or revision to a referenced higher authority directive, make entries on the card as follows:

(1) Directive Number Column. Enter the directive number and suffix letter, if applicable.

(2) Date Reviewed Column. Enter the date the review of the directive is completed.

(3) Remarks Column. Depending upon the reason for the review, enter the abbreviation for the word "annual" followed by the word "review." For example: "ANN REVIEW." After the "ANN REVIEW" entry, indicate action taken, e.g., "ANN REVIEW/NO CH REQD," "ANN REVIEW/CH-2 ISS TO CORR FORMAT ERROR," etc. When the review is the result of the issuance of a change/revision to a referenced higher authority directive, indicate that review was conducted and action taken. For example: "REVIEWED PER CH-2 TO MCO P1050.3F/NO CH ACT. REQD." (If upon review of the higher authority directive you are required to change or revise your directive, there is no need to make a separate entry to indicate that the review was conducted. This fact is included as part of the revision or change entry.)

(4) Signature of Reviewing Officer. See paragraph 6a(11) above.

e. When a directive is canceled, close-out the card by making the following entries:

(1) Directive Number Column. Enter the directive number, consecutive point number, and letter suffix, if applicable.

(2) Canceled Column. Enter the promulgation date of the directive effecting the cancellation.

NOTE: There are three ways to cancel a directive:

1. Omit the directive from the checklist of effective directives;

2. Cancel the directive when revising or combining orders with similar subjects (using a "cancellation paragraph" in the newly issued directive); and,

3. Publish a separate bulletin in the 5215 series.

These procedures apply equally to directives with a designated self-cancellation/cancellation contingency date when canceling the directive prior to the self-cancellation/cancellation contingency date.

(3) Canceled By Column. Indicate the directive which imposed the cancellation, e.g., 1070.14A, BnBul 5215, etc.

(4) Remarks Column. Enter the words "RETIRE CARD."

(5) Signature of Reviewing Officer. See paragraph 6a(11) above.

f. Disposition. Once the Directive Review Card is closed-out, file it in a separate section of the directive review card file box. Review closed-out cards prior to assigning consecutive point numbers to preclude reissue. (See MCO P5215.1H, paragraph 1207.6.)

7. UNIT IDENTIFICATION CODES (UIC). A number of Marine Corps directives and some DD and NAVMC forms refer to the use of the UIC vice the reporting unit code (RUC). These two codes are not compatible, and in many cases, the term UIC is used when the RUC is actually the intended code. To avoid confusion, the Navy Comptroller Manual, volume 2, chapter 5, paragraphs 025000 through 025005 explain the use of the Navy UIC. Parts B, C, and D of the aforementioned manual provide the numerical, alphabetical, and class listings of the UIC. Chapters 5 and 6 of MCO P1080.20L contain the RUC's assigned to Marine Corps commands.

8. MARINE CORPS AND COMMAND-ISSUED BULLETINS. Paragraph 2001.1 of MCO P5215.1G provides details and format requirements when applying cancellation dates to Marine Corps and command-issued bulletins. This paragraph establishes two types of cancellations for bulletins. Bulletins are canceled either on a given date or on a specified date for record purposes with "cancellation contingency" instructions.

a. Bulletins with a given cancellation date are published for a period of 12 months from the month the bulletin is signed. Once the bulletin is published, you cannot extend the given cancellation date. If the information in the bulletin is still valid at the end of the 12-month period, you will have to publish another bulletin or incorporate the information into an appropriate directive. If the original, given cancellation date is less than 12 months, the bulletin may be extended to fulfill the remainder of the basic 12-month period.

b. The "cancellation contingency" date is normally applied when a bulletin is published to modify policy, procedures, or information contained in an existing directive. Bulletins with a "cancellation contingency" are canceled for record purposes 12 months from the month the bulletin is signed. The contents of a bulletin with a "cancellation contingency" statement remain effective until the contents are incorporated into the respective order it modifies. If a bulletin with a "cancellation contingency" reaches the cancellation date before its contents are incorporated into the respective order it modifies, remove the bulletin from the files and interfile it with the respective order in the master directives files. Remove and destroy the bulletin when its contents are incorporated into the order.

9. REMOVING UNWANTED/UNNEEDED DIRECTIVES FROM THE COMMAND MASTER DIRECTIVE FILES. With the establishment of the Marine Corps Publications Distribution System (MCPDS) and purification of the command's Publication Listing (PL) (formerly the Table of Authorized Publications (TAP)) commands should no longer have unwanted or unneeded publications on file. MCO P5600.31G stresses that commands only maintain directives on a need-to-act/need-to-know basis. Under the MCPDS, directives are no longer transmitted by "distribution codes." Directives are distributed by individual Publication Control Number (PCN). The command's PL is a PCN listings of all publications authorized. When purifying the PL data base, apply strict adherence to the "need-to-know" criterion. Is the maintenance of the directive essential to mission accomplishment? If so, are you receiving a sufficient quantity of the directive to sustain the command's operations? When determining the scope of your PL apply the following factors: mission, number of personnel assigned or attached to the command, type and quantity of equipment held, applicable contingency plans, and physical layout of the command. You do not need to maintain all the directives in the command's master directives files. Use locator sheets for those essential publications and directives required by staff sections other than the adjutant section. If you have unwanted or unneeded directives, delete them from the PL or reduce the number or requirements and get rid of them. If the need-to-know/need-to-act factors are properly and strictly applied, no command should hold an excessive amount of directives.

10. RECORDS MANAGEMENT

a. Records Management Program References. Although not specifically stipulated in MCO 5210.11, organizational units must possess the appropriate reference materials to effectively manage their records management programs. Enclosure (1) to MCO 5210.11D contains a bibliography of records management program references. Use this checklist to obtain the reference material necessary for ensuring complete and accurate management techniques are applied. Commands should maintain, at a minimum, those references dealing with correspondence, directives, documentation, forms, information requirements (reports), copy, office equipment, and word processing management.

b. Documentation Management. Documentation management is more simply referred to as the unit's official correspondence files. Various management items contained in other Marine Corps directives are continuously overlooked in day-to-day operations or during inspection preparation. Thorough familiarity with reference materials and the Inspector General of the Marine Corps (IGMC) Master Discrepancy Listing (Checklist) should preclude noncompliance with management procedures. Some of the most frequently surfaced items include:

(1) Privacy Act Statements. A command's official correspondence files contain certain items of "personal information" on individuals who are or have been members of the command. MCO 5211.2A provides guidance relative to the use of Privacy Act Statements when requesting personal information. This guidance includes a listing of NAVMC forms subject to the Privacy Act, such as, NAVMC 3 (Leave Authorization) and NAVMC 10274 (Administrative Action (AA) Form). Since official correspondence files contain copies of these forms and other personal information (i.e., financial affairs, criminal history, etc.) a requirement exists to display a Privacy Act Statement in a conspicuous area where information is collected. (See MCO P5211.2A, paragraphs 6001.3 and 4). The following statement will satisfy that requirement. Place the statement on the outside of all file drawers containing the command's official correspondence files.

"Per MCO P5211.2, the disclosure of certain information from these correspondence files without approval of the individual concerned is a direct violation the Privacy Act of 1974."

(2) Proper Identification of File Drawers. MCO 5210.11 requires the proper labeling of file drawers to indicate the type of files, inclusive file numbers, and calendar or fiscal years of the files contained in the drawer(s). The following are samples of identification labels used in marking file drawers:

	CORRESPONDENCE FILES	
	1000 - Military Personnel (General)	
	to	
	12000 - Civilian Personnel (General)	
	Calendar Year - 1985	
	Fiscal Years 1985 and 1986	

	LEGAL CASE FILES AND INVESTIGATION REPORTS	
	Alphabetically Arranged - A to Z	
	Calendar Year - 1985	

(3) Official Correspondence File Copies. SECNAVINST 5216.5 (Department of the Navy Correspondence Manual) requires preparation of the "Command File" copy of command-originated correspondence using "yellow tissue" (manifold carbon set) or a substitute photo copy. To prevent any misinterpretation, follow the provisions of SECNAVINST 5216.5 when preparing the official file copy of command-initiated correspondence. These provisions do not apply when preparing correspondence on forms with a self-carbon feature (i.e., NAVMC 3, Leave Authorization, etc.). When the substitute photo copy is used as the official file copy there is no need to write "yellow" on the piece of paper; however, stamp or write "Official File Copy" in the lower right-hand corner along with the word "file" and the individual's initials filing the correspondence. Annotating the photo copy does not change the color of the paper. Refer to the Stationery chart in SECNAVINST 5216.5.

(4) Review of SECNAVINST 5212.5 (Disposal of Navy and Marine Corps Records).

This review is conducted to ascertain whether or not the command possesses any activity records that are not covered by the instructions contained in SECNAVINST 5212.5. If there are records maintained that are not covered by disposal instructions, immediately contact the CMC (ARAE) to schedule the disposition of the records.

11. BY DIRECTION AUTHORITY. A commander or officer in charge may grant by direction authority under the provisions of the Navy Regulations, paragraph 0802 and the Marine Corps Manual, paragraph 1007.1. By direction authority is granted to a sufficient number of staff members to ensure efficient operation of the command. The commander or officer in charge must limit the delegation of authority to ensure such authority is properly exercised and all instructions or orders are properly executed. Normally, by direction authority is retained within the immediate command. The commander or officer in charge may, however, grant by direction authority to individuals external to the command (i.e., a member within the office of a staff judge advocate, for legal documents; the regimental adjutant, upon deployment of a battalion, for routine administrative matters, etc.). By direction authority, when granted, must be in writing. The standard letter is most commonly used. The standard letter authorization addresses the recipient by name. Another method is the use of a directive to delegate a "blanket" authority by title (billet), rather than by name. Regardless of the method employed to delegate by direction authority, address the limitations of such authority in the authorization; e.g., "Authorized to sign correspondence pertaining to fiscal matters. Command policy matters will be referred to the undersigned for decision." The subdelegation of by direction authority, as discussed in SECNAVINST 5216.5C, chapter 2, paragraph 17b, is not authorized.

a. Commanding Officers/Officers in Charge. Some correspondence, documents, certificates, and forms require the personal attention of the commanding officer, officer in charge, or officer serving in an "acting" capacity. In addition to the aforementioned directives, the references listed below provide further guidance on by direction authorization or prohibitions.

MCO P1070.12H, paragraph 4001.4h
 MCO P1080.40, paragraph 2106
 MCO P5750.1F, paragraph 6003.4a
 MCO P5800.8C, paragraph 1004
 MCO P7220.31H, paragraph 80120

b. Staff Officers. The use of by direction authority by the command staff will, normally, be restricted to their specific area(s) of responsibility as specified in the Navy Regulations, paragraph 0711. This restriction applies to the routine use of by direction authority of one staff section to sign correspondence initiated by another section. For example, an S-3 officer (when authorized in writing by the commander) may sign correspondence prepared by the S-1 section based on the absence of the S-1 officer. Upon the return of the S-1 officer, the S-3 officer would discontinue this action.

c. Enlisted Marines

(1) Commanders or officers in charge may extend by direction authority to enlisted Marines based on the absence or unavailability of officers, or when the strength of the unit (i.e., school commands with a student population in excess of 800 Marines) dictates the necessity for this action. Normally, the commander should not extend by direction authority to Marines below the grade of gunnery sergeant. The exception - when no officer or senior noncommissioned officers are available (i.e., ships detachments, independent or separate commands, Marine liaisons, etc.).

(2) Enlisted personnel are not authorized to sign correspondence which involves the direct expenditure of Government funds (i.e., unit diaries that contain pay entries, separation vouchers, authorizations for advance pay, transportation requests, basic orders, etc.). Enlisted personnel may sign correspondence/documents that indirectly affect pay and allowances in which an officer has authorized, or will authorize the actual expenditure of funds. For example, enlisted members may sign applications for commuted rations, family separation allowance, basic allowance for quarters, etc. In each of the above examples, an officer has certified (on the unit diary) that the action to be taken or that has been taken by the enlisted member, is or was correct and proper. The exception - the CMC (MIF) may approve requests from field commands to grant by direction authority to a senior SNCO (E-8/E-9) to certify unit diaries per MCO P1080.40, paragraph 2106.

(3) Authority for NCO's/SNCO's to Perform Notarial Acts Outside CONUS. Per MCO P5800.8C, paragraph 1005, officers exercising general court-martial convening authority may designate, in writing, NCO's/SNCO's, who serve in legal services billets/offices outside CONUS, to act as notary publics. This authority is only in effect while the Marine is serving outside CONUS and terminates upon arrival in CONUS.

d. Civil Service Employees. Commanders or officers-in-charge may extend by direction authority to civil service employees based on the parameters contained in their position description which may dictate the necessity for this action. The granting of by direction authority is not normally extended to civil service employees below the grade of GS-6. When the position description states record-keeping or maintenance responsibilities, civil service employees may authenticate service record entries if so designated in writing.

12. FACSIMILE STAMP

a. Use. A facsimile stamp of a commander authorized to issue travel orders is used only for the purpose of signing original orders. Orders bearing the facsimile signature are considered competent when validated by the handwritten initials of an officer. The commander must designate, in writing and by-name, the officer(s) authorized to use the facsimile stamp. Retain the original of the letter authorizing the use of the facsimile stamp on file at the headquarters of the issuing command until authorization is superseded.

b. Security. When not in use, store the facsimile stamp in a locked container for security purposes. During working hours, properly safeguard the facsimile stamp and use it only for the purpose authorized.

13. SPECIAL ORDERS. Due to the precise formatting requirements, the preparation and use of special orders are discouraged. Marine Corps regulations, as a general rule, require publishing certain administrative items, such as additional duty assignments, reductions, reassignments, permanent change-of-station orders, etc., in "writing." Use of the standard letter format is encouraged.

14. CONTROLLED FORMS. SL-8-09993A, paragraph 4, lists the DD forms which are to be controlled. These forms, when stocked by the supply issue point, must be inventoried on a monthly basis (see MCO P4400.150). These same forms, when maintained by the administrative office, also require accountability, however, the frequency of the inventory varies from monthly and semiannually to on a situational basis (i.e., upon relief of the issuing officer or agent). In addition to the directives mentioned above, MCO P1900.16D, paragraphs 1101.2c and 1204; MCO P5110.4, paragraph 6002.1; MCO P5512.11A, paragraphs 3002 and 4013; and MCO 10110.47; and MCO P1070.12 apply. Use one or more log books, depending upon your frequency of use of controlled forms. At a minimum, use the following columns headings in preparing accountability log books for controlled forms. The full length of the log (2 pages) may be required to accommodate insertion of the required column headings.

a. DD FORM 2MC, DD FORM 2MC (RES), DD FORM 2 (RET) LOG (MCO P5512.11)

(1) Column 1: ID Card Number. List all ID card serial numbers in ascending order.

(2) Column 2: Date of Issue. Self-explanatory.

(3) Column 3: Grade/Name of Individual to Whom Issued. Enter the grade and first name, middle initial, and last name of the individual to whom the ID card is issued.

(4) Column 4: Signature of Individual. Self-explanatory.

(5) Column 5: Reason for Issue. Enter reason for issue, i.e., reenlistment, promotion, reduction, lost/damaged, etc.

(6) Column 6: Signature of Issuing Agent. Self-explanatory.

b. DD FORM 1173 (MCO P5512.11)

(1) Column 1: ID Card Number. List all ID card serial numbers in ascending order.

(2) Column 2: Date of Issue. Self-explanatory.

(3) Column 3: Grade/Name of Sponsor. Enter the grade and first name, middle initial, and last name of sponsor.

(4) Column 4: Name of Individual to Whom Issued. Enter the first name, middle initial, and last name of the individual to whom the ID card is issued followed by the relationship code from block 35 of the DD Form 1172. For example: Molly J. Marine (SP).

(5) Column 5: Signature of Individual. Self-explanatory.

(6) Column 6: Signature of Issuing Agent. Self-explanatory.

c. RECOVERY/DESTRUCTION PORTION OF ID CARD LOGS (MCO P5512.11)

(1) Column 1: ID Card Number. Cut the ID card number from the recovered/destroyed card and tape/clue/paste in log book.

(2) Column 2: Date of Recovery/Destruction. Self-explanatory.

(3) Column 3: Grade/Name of Individual to Whom Card was Issued. For DD Forms 2, 2MC, and 2MC(RES), enter grade and first name, middle initial, and last name. For DD Forms 1173, enter first name, middle initial, and last name.

(4) Column 4: Signature of Verifying Officer/Issuing Agent. Self-explanatory.

d. MEAL CARD (DD FORM 714) CONTROL LOG (MCO 10110.47)

(1) Column 1: Meal Card Number/SSN. Enter the command determined Meal Card serial number followed by the individual's SSN. List all Meal Card serial numbers in ascending order.

(2) Column 2: Grade/Name of Individual to Whom Issued. Enter the grade and first name, middle initial, and last name of the individual to whom the Meal Card is issued. The grade should be the grade held at the time the card is issued. Promotion or reduction will not require reissue of the meal card.

(3) Column 3: Date of Issue. Self-explanatory.

(4) Column 4: Date of Recovery/Reason. Enter the date the Meal Card is recovered and the reason for recovery, i.e., Transfer, granted COMRATS, etc.

(5) Column 5: Signature of Individual. Self-explanatory.

(6) Column 6: Signature of Issuing Agent. Self-explanatory.

e. LOG FORMAT FOR ACCOUNTABILITY OF DD FORMS 214, 214-WS, 256, 257, ETC. There is no requirement to serialize these forms (although they may be) for accountability purposes. A single page of the log book will support the required column headings for these forms. (MCO P1900.16)

(1) Column 1: Date of Receipt/Issue. Enter the date when forms are received, issued, inventoried, or when forms are destroyed due to administrative error.

(2) Column 2: Grade/Name to Whom Issued. Enter the grade and first name, middle initial, and last name of the individual for whom the form is prepared. In the case of receipt of forms and on occasion of inventory leave blank. When a form is destroyed, enter "Destroyed."

(3) Column 3: Remarks. Enter reason for issuance, i.e., discharge, transfer to FMCR, release from active duty, etc. When a form is destroyed due to administrative error, enter "Admin Error." When new forms are received, enter "Received (# of forms) Forms." When documenting required inventory, enter "Inventoried."

(4) Column 4: No. of Forms/Balance. Enter the remaining number of forms on-hand after each issuance, receipt, or destruction of a form. Enter the balance of forms upon each inventory.

(5) Column 5: Signature of Verifying Official/Issuing Agent. Self-explanatory.

15. SERVICE RECORD TRANSFERS OF HOSPITALIZED MARINES. The command executing a transfer by service record for purposes of hospitalization must initiate written orders for the Marine concerned. When appropriate, the orders must include the effective date of transfer and funding data for travel of dependents and shipment of household goods. At a minimum, expeditiously forward the original and five copies of the orders to the gaining command identified in enclosure (1) of MCO 6320.2C. The transferring command should retain sufficient copies of the orders issued to facilitate shipment of personal effects or household goods.

16. PERMANENT CHANGE OF STATION (PCS) ORDERS

a. As an exception to subparagraph 4f to MCO 5216.9, when a Marine requests modification or cancellation of PCS orders via an AA Form, the request must be forwarded, through the chain of command, to the CMC (MMOA or MMEA) for final determination. Via addressees may provide specific recommendations (i.e., recommending approval/disapproval), however, denial of the Marine's request for modification or cancellation rests with the CMC.

b. In the preparation of orders and endorsements, initiate full utilization of simplified procedures at all levels. The majority of orders issued to personnel are prepared through the Automated Order Writing Process (AOWP). Orders generated by the AOWP are original orders and need not be republished, in most cases, in another format at each echelon of command. The senior headquarters and/or intermediate commands may establish one directive in the 13XX series to provide the reporting units with appropriate instructions for completion of the detaching endorsement on routine orders. This directive should include reporting requirements for orders which must be canceled or modified. The AOWP directing routine transfers (reproduce only the single page of the AOWP pertaining to the Marine) may be stamped "Original Orders" and forwarded, by rubber stamp endorsement, to the reporting unit for action and compliance with the 13XX directive. However, the higher (wing/division/FSSG/FMFPac, etc.) echelon retains the prerogative for determination of what orders may require additional directions.

17. REQUESTING DEPENDENT ENTRY APPROVAL AND AREA CLEARANCE IN CONNECTION WITH PERMANENT CHANGE OF STATION ORDERS

a. At a minimum, commanders should furnish information required by MCO P1000.6 when requesting dependent entry approval and/or area clearance for Marines.

b. Specific information pertaining to area clearances may be found in NAVMILPERSCOMINST 4650.2. Dependent entry approval and/or area clearance is required for the areas/commands indicated in the following list. This list is also contained in MCO P1000.6. For those locations not listed below refer to Appendix D to Chapter 2 of NAVMILPERSCOMINST 4650.2A. Submission and information addresses should be verified with the USN PLAD 1 prior to preparation of the request. For those areas that indicate entry approval is not required, it is the detaching command's responsibility to advise members as to the requirements for command sponsorship of dependents per OPNAVINST 1300.14A. Foreign travel in a temporary additional duty status may require a request for area clearance (refer to OPNAVINST 4650.11 and MCO P1000.6).

LIST OF AREAS REQUIRING DEPENDENT ENTRY APPROVAL

Area/Command	Submit Message Request To	Info Copy to New Duty Station and
Alaska		
Adak	NAS ADAK AK	MCSFCO ADAK AK or Note 1
Anchorage	Activity to which ordered	
Bari	Activity to which ordered	
Arab Republic of Egypt	Activity to which ordered	
Australia		
Exmouth	NAVCOMMSTA HAROLD E HOLT EXMOUTH AS	PERSUPP DET HAROLD E HOLT EXMOUTH AS
Sidney	USDAO CANBERRA AS	COMNAVMARIANAS GQ
Other	USDAO CANBERRA AS	COMNAVMARIANAS GQ
Belgium	Not required	
Bermuda	NAS BERMUDA	PERSUPP DET BERMUDA MCSFCO BERMUDA
British Isles		
England		
Mildenhall	NAF MILDENHALL UK	MCSFCO LONDON UK
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	MCSFCO ST MAWGAN UK
Other	Not required except Silk Purse Control Group (SPCG) to 513CSG RAF MILDENHALL	MCSFCO LONDON UK
Scotland		
Edzell	NAVSECGRUACT EDZELL UK	Note 1
Fife	NAVSUPPACT HOLY LOCH UK	
Glen Douglas	MOMAG DET FOUR GLEN DOUGLAS UK	
Greenock	Not required	
Holy Loch	NAVSUPPACT HOLY LOCH UK	
Machrihanish	NAVWPNSFAC DET MACHRIHANISH UK	
Thurso	NAVCOMMSTA THURSO UK	
Wales	Not required	
Canada, Argentia	NAVFAC ARGENTIA CAN	PERSUPP DET ARGENTIA CAN
Cuba, Guantanamo Bay	COMNAVBASE GUANTANAMO BAY CU	PERSUPP DET GUANTANAMO BAY CU MARBKS GUANTANAMO BAY CU or Note 1
Diego Garcia	NAVSUPPFAC DIEGO GARCIA	MCSFCO DIEGO GARCIA

Area/Command	Submit Message Request To	Info Copy to New Duty Station and
France	Dependent travel to France is not authorized except for: (1) MAAG personnel (2) ATTACHE personnel (See note 2) (3) Department of State Guard personnel, French Institute of Higher Learning, and staff members of the Advisory Group for Aerospace Research and Development. Entry approval is not required for duty listed in (1) above.	
Germany		
Augsburg (Bad Aibling) Berlin/ Frankfurt/ Munich	NAVSECGRUACT AUGSBURG GM Activity to which ordered	
Bremerhaven	MSCO NOREUR BREMERHAVEN GM	MCSFCO LONDON UK
Stuttgart	EUCOMSUPPACT VAIHINGEN GM// AETSSTG-U-HD// NOTE: Dependent entry approval not required for Stuttgart for E-9 or O-6 and above.	USN PERSUPP DET VAIHINGEN GM
Guam	Not required	
Hawaii	Not required except for Barking Sands, HI. Submit request to: PACMISRANFAC HAWAREA BARKING SANDS HI	
Hong Kong, BCC	USDLO HONG KONG Entry approval not required for personnel assigned to the U.S. Defense Liaison Office, Regional Marine Security Office, Naval Purchasing Department, and Fleet Post Office 96659	
Iceland	COMNAVICE KEFLAVIK IC	PERSUPP DET KEFLAVIK IC
Italy		
Gaeta	NAVSUPPACT NAPLES DET GAETA IT	COMSIXTH FLT COMFAIRMED NAPLES IT NAVSUPPACT NAPLES IT
Naples	MCSFCO NAPLES IT	COMFAIRMED NAPLES IT PERSUPPACT MED NAPLES IT NAVSUPPACT NAPLES IT
San Vito	NAVSECGRUACT SAN VITO IT	
Sardinia	NAVSUPPO LA MADDALENA IT	COMFAIRMED NAPLES IT COMSUBGRU EIGHT

MCAP

Area/Command	Submit Message Request To	Info Copy to New Duty Station and
Japan		
Atsugi/Kami Seya/Etotsuka	PERSUPP DET ATSUGI JA	PERSUPPACT FE YOKOSUKA JA
Misawa	PERSUPP DET MISAWA JA	PERSUPPACT FE YOKOSUKA JA
Iwakuni	MCAS IWAKUNI JA	PERSUPPACT FE YOKOSUKA JA
Camp Butler/All Marine Corps Installations/ Units on Okinawa (Note 3)	CG MCB CAMP BUTLER JA	PERSUPP DET OKINAWA KADENA JA (Only for Navy personnel assigned to Marine Corps units.)
Sasebo	PERSUPP DET SASEBO JA	PERSUPPACT FE YOKOSUKA JA
Yokosuka/ Yokohama/Tokyo/ Yokota and all others	PERSUPP DET YOKOSUKA JA	PERSUPPACT FE YOKOSUKA JA
Korea	COMNAVFORKOREA SEOUL KOR	PERSUPP DET KOREA SEOUL KOR
Marine Security Guard	Note 4	
Morocco	CHMUSLO RABAT MOROCCO	
Okinawa (See Japan)		
Panama, Republic of	NAVSTA PANAMA CANAL RODMAN PM	CINCLANTFLT DETSO PERSUP DET PANAMA RODMAN PM MCSFCO RODMAN PM NAVPTO CHARLESTON SC
Galeta Island	NAVSECGRUACT GALETA ISLAND PM	Note 1
Puerto Rico		
COMNAVFORCARIB COMNAVBASE ROOS RDS USCOMSOLANT NAVCOMSTA PUERTO RICO NAVSECGRUACT SABANA SECA	NAVSTA ROOSEVELT ROADS RQ NAVSTA ROOSEVELT ROADS RQ NAVSTA ROOSEVELT ROADS RQ NAVSTA ROOSEVELT ROADS RQ PERSUPP DET SAVANA SECA RQ	PERSUP DET ROOSEVELT ROADS RQ MCSFCO ROOSEVELT ROADS RQ
Republic of China Activity to which ordered		
Saudi Arabia	CHUSMTM RIYADH SA	CHNAVSECMTM RIYADH SA HQUSMTM RIYADH SA
Singapore	USDAO SINGAPORE	USNAVOFF SINGAPORE
Spain		
Madrid	CHNAVSECMAAG SPAIN MADRID SP	
MARSPTBN Billets	NAVSECGRUACT at the installation to which ordered	MARSPTBN WASHINGTON DC and DC and Note 1
NOTE 1:	CO BRAVO, CO DELTA, CO ECHO, DET ONE CO ECHO, CO FOXTROT, CO INDIA, CO LIMA, MARSPTBN_____, as appropriate (see USN PLAD 1 for complete addresses).	
NOTE 2:	Area entry approval for dependent travel of ATTACHE personnel is not required.	
NOTE 3:	Includes all tenant commands and Navy personnel assigned to Marine Corps units. Includes III MEF, 1st MAW, 3d MarDiv, 3d FSSG, 3d SRIG, and MCAS, Futenma.	
NOTE 4:	ALPHACO, BRAVOCO, CHARLIECO, DELTACO, FOXTROTCO, MSG BN_____, as appropriate.	

18. ENTITLEMENT TO ADVANCE PAY FOR PCS IN CONJUNCTION WITH RECRUITER/DRILL INSTRUCTOR SCHOOL AND MARINES ORDERED TO TAD FOR PERIODS OF 20 WEEKS OR LONGER. The following policy concerning advance pay entitlement for Marines ordered to recruiter or drill instructor school under orders which stipulate "For Further Transfer" and Marines ordered to TAD for periods of 20 weeks or longer is extracted from PAAN 50-90.

a. PCS orders issued for recruiter/drill instructor school include a statement which precludes the movement of dependents and household goods until successful completion of school. The purpose of advance pay, as stated in MCO 7220.21E, is to provide funds for extraordinary expenses incurred as a result of a Government ordered relocation. Advance pay is intended to assist the Marine with out-of-pocket expenses that exceed or precede reimbursements incurred during a PCS move which are not typical of day to day military living. Marines ordered to recruiter/drill instructor school "For Further Transfer" have not incurred such expenses because PCS household goods moves are not authorized until successful completion of the school. The Marine's commander has oversight responsibility to ensure that the advance pay is used only to help with the financial burden of a Government ordered PCS. Based upon this premise, the following policy was established: Marines in receipt of PCS orders for further transfer upon completion of recruiter or drill instructor school are not entitled to advance pay until successful completion of the prescribed course, identification of a permanent duty site, and subsequently ordered to relocate.

b. Careful consideration must also be applied when determining the amount of advance pay given to Marines (other than those attending recruiter or drill instructor school) performing TAD under "For Further Transfer" orders where the course(s) of instruction exceed 20 weeks. Such courses of instruction are considered as a PCS and per paragraph 7b(2)(c) of MCO 7220.21E, commanding officers will not approve requests for a repayment schedule that extends beyond the PCS orders. In other words, the advance pay authorized will be repaid by the completion of the TAD period. At that time, new PCS orders are issued assigning the Marine to a new permanent duty station and normal advance pay procedures can be used. If the Marines are dropped from the school they are returned to their last permanent duty station. This situation requires immediate collection of the advance pay received. In cases of severe financial hardship, a liquidation schedule may be considered based on the provisions of Chapter 4 to the DODPM. For these reasons, advance pay for those Marines attending courses of instruction which are 20 weeks or more should be limited to an amount which will not cause the Marine financial hardship during repayment.

19. DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)

a. DEERS is a congressionally mandated program, established in 1979, to improve the control and distribution of available uniformed service benefits, to improve the projection and allocation of costs for existing future benefits programs, and to minimize the fraudulent use of benefits programs by unauthorized persons. DEERS enrollment and update procedures have been established to allow capture of sponsor, dependent, and other authorized users of uniformed services benefits. The enrollment and update of DEERS data are mandatory for all recipients of benefits. The following are some DEERS applications or potential applications that are in use, being tested, or in the development/discussion stage.

(1) Verification of entitlement to dental and medical care in uniformed services treatment facilities.

(2) Verification of entitlement to care at civilian medical facilities.

(3) Approval/disapproval of CHAMPUS claims.

(4) Tracking of medical/dental records.

(5) Storage of duplicate Panograph (dental x-ray) for active duty and SMCR personnel.

(6) Standardization of an automated RED and SGLI election form within all branches of the Armed Forces.

(7) Design of a tumor registry.

(8) Production of identification cards through the Realtime Automated Personnel Identification System (RAPIDS).

(9) Eligibility checks for catalog sales to customers of the Armed Forces Exchange System.

(10) Interface with the Social Security Administration and the Department of Veterans Affairs.

(11) Mobilization/contingency support for the National Guard and Reserve forces.

(12) Interface with the finance centers of all services for the control of payments of basic allowance for quarters.

b. DEERS System Components

(1) Enrollment Data Base. The enrollment data base is updated and maintained by the DEERS Data Base System Division (DBSD) in Monterey, CA. This data base combines sponsor information with dependent data to create family records. The enrollment data base is used by the DBSD personnel and is not accessible to external users. Extracts from the enrollment data base are transmitted to the eligibility data base which is accessible in an on-line mode by the uniformed services, and CHAMPUS fiscal intermediaries.

(2) Eligibility Data Base. The eligibility data base is a transaction-based system designed to provide responses to individual inquiries and process update transactions. The eligibility data base resides at the information processing center (IPC). The IPC is located in Herndon, VA.

c. Updating the DEERS Data Base

(1) Update using RAPIDS or RAPIDS On-line Guard/Reserve (ROGR) applications. See paragraph 21 below for further discussion.

(2) On-line update by use of the DEERS on-line personnel update (OLPU) terminals at the DEERS Enrollment Processing Center (DEPC) in Monterey, CA. This is accomplished via the DD Forms 1172 which are forwarded in batches using the DD Form 2268 (Batch Transmittal Form). DD Forms 1172 received at the DEPC without a completed batch transmittal form are not processed.

(3) The Military Entrance Processing Command (MEPCOM) provides daily data transmissions to the Defense Manpower Data Center (DMDC) of accessions to all the military services. DMDC uses this data to provide daily updates to the DEERS enrollment data base. The DEERS enrollment data base will then, within 24 hours, update the DEERS eligibility data base for new accessions to the military. This means that within 3 days a newly accessed Marine should have a DEERS record in the eligibility data base. This entry will be verified by a Marine Corps weekly gain/loss tape and a quarterly tape sent to DMDC. These Marine Corps tapes are the products of extracts from the MCTFS data base. Marine dependents may be enrolled on the DEERS eligibility data base as soon as the Marine (sponsor) is resident on the eligibility data base.

(4) Sponsor data (military member) is forwarded to DEERS by means of the Reserve Components Common Personnel Data System (RCCPDS). Once the sponsor is enrolled, dependent data may be entered using the On-line Guard/Reserve (OLGR), Off-line DD Form 1172 Floppy Diskette Application, or ROGR.

(5) The DEERS On-line Marine Corps Inquiry (DOLM) application provides direct access to the DEERS data base via MCDN and allows reporting units to view and make limited updates to the address and telephone number fields of DEERS records of Marines and their dependents.

20. REALTIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM (RAPIDS). RAPIDS is designed to provide an on-line update to the DEERS data base, produce an automated version of the DD Form 1172, and centralize the issuance of all identification cards. RAPIDS work stations, generally located at major Marine Corps bases or stations, will operate by using military or civilian assets of the Marine Corps. These work stations will relieve the reporting unit commanders of the responsibility to maintain or issue identification cards. However, these units will continue to prepare and verify the current DD Form 1172. This form, once verified by the personnel officer, will be taken to the RAPIDS work station for issuance of the identification card. Refer to MCO P5512.11 for further information concerning preparation of the DD Form 1172 and identification card preparation and issuance procedures.

21. MARINE CORPS MANPOWER MANAGEMENT

a. The Marine Corps' basic manpower management tool is the Six Year Defense Plan (SYDP) which provides a 6-year picture of approved Marine Corps manpower programs. Manpower resources, both military and civilian, are allocated consistent with programs contained and approved in the Congressional budget. Each program is divided into a series of functional areas called Program Elements.

b. An integral part of the programming and budgeting process is the allocation process which assigns authorized manpower for approved Marine Corps requirements by fiscal year and program. This directly relates to the annual review of program objectives. Neither the SYDP nor the budget contain unassigned authorized manpower.

c. Manpower management determines and validates military and civilian requirements, assesses education and training issues, and plans, programs, budgets, and allocates approved and funded manpower spaces (billets/ positions).

22. DEFINITIONS ASSOCIATED WITH MANPOWER MANAGEMENT. The allocation process results in the assignment of authorized manpower for approved Marine Corps requirements by fiscal year and program. The following definitions relate to the allocation process:

a. Authorized Strength. The authorized strength includes the current Letter of Allowance for non-FMF commands and a manning level of each T/O for FMF commands. Only chargeable billets are authorized for manning in both FMF and non-FMF T/O's.

b. Authorized Strength Report (ASR). The ASR is a recapitulation by grade and MOS, of military manpower authorized for each MCC programmed for manning during a given fiscal year. The authorized strength of FMF organizations is calculated by applying a manning level to the appropriate T/O as determined by the structure sponsor for that unit's T/O. Authorized strength for non-FMF commands is the chargeable billets of the current T/O. Actual staffing is a function of authorized strength, inventory, and command staffing precedence. The ASR serves as the data base for two manpower computer programs: (1) the staffing goal models for officer and enlisted assignments; and (2) the Target Force Planning Model, which projects the desired grade/MOS composition of the Marine Corps at a specified future date in the SYDP.

c. Grade Adjusted Recapitulation (GAR). The GAR depicts objective grade and MOS requirements to support a given structure as of a particular point in time. The GAR accommodates grade and numerical manpower constraints which have been imposed by higher authority. The GAR is prepared for the current fiscal year plus the next 5 fiscal years. Each GAR reflects the manpower requirements of the Marine Corps by grade and MOS as of the end of the fiscal year indicated.

d. Staffing Goal. The staffing goal is the optimal grade and skill distribution of Marines in the current inventory. Staffing goals change continuously and reflect changes in both the chargeable inventory and authorized strength. Staffing goals are computer generated, comparing chargeable inventory grade and skill mix with the Marine Corps' authorized billet mix. Goals are allocated according to the command's staffing precedence. Staffing goals represent a numerical assignment target 6 months in the future for enlisted Marines and 12 months for officers.

e. Staffing Precedence. There are three types of staffing precedence. Each represents a method of staffing a command or part of a command. "Staffing" is essentially a mathematical process which considers a large number of variables such as precedence, total enlisted or officer availability, MOS and grade availability, universal billets, and actual authorized MOS and grade composition of various commands.

(1) Excepted Command. Excepted commands are staffed at 100 percent authorized strength by grade and skill, providing there are sufficient numbers of specified grade and MOS combinations in the chargeable inventory. In the assignment process, grade substitution is acceptable for up to 10 percent of authorized strength.

(2) Priority Command

(a) Priority commands are authorized to be staffed at 100 percent of authorized strength in gross numbers and receive a fair share of the remaining inventory of short MOS's.

(b) Few priority commands have identical authorized strengths by grade and MOS. Therefore, differences in their percentage of fill for specific grades and MOS's may exist.

(3) Proportionate Share Command. Proportionate share commands are staffed at the MOS level similar to priority commands; the major difference between priority and proportionate share commands is in the total fill target of the organization. In times of relative overall gross number balance in the force, the difference between priority and proportionate share commands is minimal.

(4) Mixed Command. Mixed commands contain organizations or billets that receive a different staffing precedence than the command as a whole.

(5) One-for-One Billets. Certain units have a T/O containing only one billet or a very small number of billets for a specific grade or skill. If unstaffed, the unit may not be able to perform its mission in that functional area. These billets are generally filled after the excepted billets for the same MOS/grade have been filled. Also, these billets are not normally subject to MOS substitutions in either priority or proportionate share commands and are staffed as near to authorized grade as possible. The impact of shortages in MOS's with a large number of one-for-one billets will be felt in those commands that do have a large authorization for those MOS's.

f. Over MOS. An over MOS, with regards to staffing, is an MOS with a chargeable inventory large enough to supply all of its primary MOS authorized strength requirements and a portion of the universal billet requirements. This definition is not equivalent to the over/balanced/short MOS criteria used in inventory management.

g. Short MOS. A short MOS, with regard to staffing, is an MOS with a chargeable inventory insufficient to meet its primary MOS authorized strength requirements. Normally, short MOS's are not used to fill universal billets. This definition is not equivalent to the over/balanced/short MOS criteria used in inventory management. The CMC (MP) is responsible for taking necessary actions to balance all MOS's to the highest degree possible.

h. Program Objective Memorandum (POM). The POM is the document in which the Marine Corps biennially describes its total resource and program objectives. It is developed within the constraints imposed by the Secretary of Defense's fiscal guidance to satisfy all assigned functions and responsibilities during the period of the SYDP.

i. POM Troop List. The POM Troop List (an internal HQMC document) is a listing of authorized units and activities at their programmed manning level (percent of T/O) for military manpower. It becomes the primary source document for the development of the FMF/non-FMF manning level, the ASR, and the establishment of the SYDP levels for military program spaces.

j. Programmed Force Structure. The programmed force structure of the Marine Corps is defined as the aggregation of billets in the programmed force (that is, the full structure requirement for all units and organizations in the force). For operational units and the supporting establishment, the term is synonymous with the T/O structure (or its equivalent). Programmed force structure evolves from the MAGTF Master Plan, is refined through the POM process and is approved as a final output of the POM. Programmed force structure is developed for each of the program years.

k. T/O Mission Statement. A T/O mission statement describes the mission and tasks, organization, concepts of organization and employment, and administrative and logistics capabilities of a Marine Corps command or activity.

l. Table of Organization (T/O). A T/O describes the organizational structure and manpower requirements of an activity in terms of grade, MOS, series, weapon, and billet title for civilian and military personnel. It is a basic document that describes, in billet line detail, the composition of every Marine Corps command or activity.

m. Table of Manpower Requirements (T/MR). The T/MR is an automated system which captures and displays approved Marine Corps T/O's, T/O mission statements, and other associated data. The T/MR reflects current year and 6 out-year T/O's depicting a total of 7 years. The current year plus one through six.

n. Table of Equipment (T/E). A T/E is an allowance document published by HQMC which lists Table Authorized Materiel Control Numbered (TAMCN) equipment required by Marine Corps units to perform their mission as defined in the T/O mission statement.

o. Structure Sponsor. Structure sponsors include designated HQMC principals, the CG MCCDC, and COMMARCORSYSCOM. Structure sponsors are responsible for managing their allocated resources in consonance with the manpower management guidelines provided by the CMC. They manage structure, develop an organizational structure to include T/O's and their associated T/O Mission Statements and T/E's, prepare implementation plans, and act as principal advisors/spokesmen for Marine Corps interests in their assigned area of responsibility.

p. Billet Sponsor. A billet sponsor is the same as the Structure Sponsor except that responsibility is for a single billet or block of billets vice the entire T/O. This occurs when more than one kind of organizational unit is carried on a single T/O.

q. OccFld Sponsor. OccFld sponsors, as the Marine Corps' focal point for OccFld management and MOS development, have the authority and the responsibility for management of their assigned OccFld(s) and supporting MOS's, exclusive of individual personnel assignment. In addition to assisting the DC/S M&RA in the prosecution of the Marine Corps' Manpower Management Program, they provide assistance to the CG MCCDC, Headquarters staff agencies, and COMMARCORSYSCOM.

r. MOS Specialists. MOS specialists will be designated by, and directly support, the OccFld sponsor. As a technical advisor to the OccFld sponsor, the MOS specialist's skill and knowledge are critical in providing accurate and productive information to effectively classify, train, and utilize the personnel within that MOS.

s. Manning Level (M/L). M/L is the authorized military strength for the FMF/supporting establishment stated in a percentage. The planned military strength for given MAGTF units is contained in the MAGTF Master Plan from which the POM Troop List is developed. A M/L percentage is computed by dividing the manning control by the structure of a wartime T/O.

t. Monitored Command Code (MCC). A code assigned for identification and control purposes to each command, unit, activity, or individual billet to which assignment of personnel is controlled by HQMC.

u. Letter of Allowance (LOA). The LOA is the annual notification (usually during September/October) of military and civilian allowances granted to the supporting establishment. It displays the military and civilian manpower authorization for the current fiscal year and shows the maximum structure the Marine Corps can allocate a command or activity for a given fiscal year. The civilian portion of the LOA provides programmed work-years, budgeted positions, and funding for civilian personnel. This document is intended to allow activities to begin planning for these positions early in the fiscal year.

23. TABLE OF ORGANIZATION MANAGEMENT

a. The CMC (MPC-50) maintains the T/O's and T/O mission statements for all Marine Corps commands and activities and for all Marine Corps requirements in external activities.

b. T/O's should reflect the manpower resources required to fulfill a command or activity's mission as defined by the T/O mission statement. T/O's are the basis for manning and staffing. The most important factors in the development of a unit's T/O are mission and the T/E. Mission, when accurately stated, is the bedrock for the billets, the grades, and the skills reflected in a T/O. The T/E further defines grades and skills based on the equipment a unit needs to accomplish its mission.

c. Changes to T/O's should be necessary only when there is a change to the unit's mission or its T/E. The T/O, the T/O mission statement, and the T/E's, while separate documents, are inextricably linked. Changes to one must always include a review of the other two for possible revisions.

d. The T/O provides the basic framework against which programmed manpower resources are allocated and Marine Corps personnel are recruited and trained. The number of staffing year changes will be minimized and changes will be made in the future years. The CMC recognizes the commander's need for flexibility in balancing the work force against a fluctuating workload and in assigning personnel to meet unanticipated requirements.

e. Regular and timely review of T/O's and personnel staffing is necessary to maximize the effectiveness of our limited manpower resources. The method used to analyze, evaluate, and coordinate T/O's is based on a system of structure and occupational field sponsorship. Administrative procedures and actions required are contained in enclosure (3) to MCO 5311.1B.

f. The T/O should accurately reflect a command or activity's mission statement. The mission statement, therefore, should be reviewed for possible changes when substantive changes to T/O's are requested. As a minimum, mission statements should be updated every 2 years. Procedures for updating mission statements and instructions for their preparation are contained in enclosure (2) to MCO 5311.1B.

g. The capability of the staffing process to react to constant and widely fluctuating changes is limited. Recruiting, training, and promotion plans are developed on the basis of a Marine Corps of a certain form and content at a point in time. Variations from these plans cannot always be accommodated in a rapid manner. Even in those cases where personnel inventory can satisfy new staffing requirements, the normal delay is at least 6 months between approval of a staffing year T/O change and arrival of the first Marines. Planning for future requirements and using the out-year T/O's to reflect these requirements ensures timely assignment of Marines. Modifications to T/O's that involve increases in billet totals, grade levels, and type changes that have not been approved in the POM process require the identification of compensatory reductions. The compensation must be of the same type (i.e., officer for officer, enlisted for enlisted and civilian for civilian); and military grades must be of equal or higher grade than the desired change. Coordination with OccFld sponsors may be required to insure that requested modifications to enlisted MOS's are within the parameters of the Enlisted MOS Grade Structure Review.

h. FMF Tables of Organization. An FMF T/O reflects personnel requirements for combat operations based on current concepts of unit employment in wartime and during contingency operations. Any proposed T/O modifications must be forwarded to the opposite FMF Commander when like units are involved. The CG MCCDC has primary responsibility for development and assessment of MAGTF/FMF organizations and equipment, and T/O changes require the concurrence of the CG MCCDC.

i. Mobilization Tables of Organization. Mobilization T/O's are maintained by the CMC (MPC) for all non-FMF commands and activities which require augmentation by Marine Corps personnel upon mobilization. Responsibility for managing and controlling manpower resources is a collective effort in which HQMC and commands/activities have complementary roles. Accurate determination of the minimum manpower required to perform the assigned wartime mission effectively is the governing principle in development of a non-FMF T/O's. In this regard, commanders of non-FMF commands and activities must identify and request the minimum manpower augmentation required to perform their wartime mission(s). Mobilization requirements must realistically reflect the wartime mission, functions, and workload as defined in the Marine Corps Mobilization Management Plan (MPLAN) and not include manpower requirements for locally generated or assumed missions and functions. MCO 5320.13 provides policy, procedures, and guidance for developing and maintaining non-FMF T/O's.

APPENDIX C

ADMINISTRATIVE NOTES CONCERNING PERSONNEL
ADMINISTRATION MATTERS

The purpose of this appendix is to provide guidance to RU level administrators on common problem areas experienced by field commands in the area of personnel administration. This appendix is not all inclusive and should not be considered as directive in nature. Use this appendix to supplement procedures set forth in Marine Corps and higher headquarters directives and those unwritten, internally developed procedures.

1. CONDUCT AND DUTY PROFICIENCY MARKS

a. Final Average. When computing final averages for separation and upon promotion to sergeant, round conduct and duty proficiency marks up to the nearest tenth. This also applies when manually computing composite scores for promotion. See MCO P1400.32 for information on manually computing composite scores for promotion.

b. School Completion (SC) and Transfer (TR) Marks. When the occasion requires the assignment of SC conduct and duty proficiency marks upon completion of formal school and the Marine is transferred simultaneously, the TR occasion will take precedence. For personnel who are assigned SC marks and are retained pending transfer/reassignment, report the TR marks as NA if the transfer/ reassignment occurs within 30 days of the SC marks.

(1) Attendees of a Single Formal School. Assign SC marks to personnel attending a single course of instruction at a formal school that exceeds of 30 calendar days upon completion of the course. If the course is 30 calendar days or less, conduct and duty proficiency marks are assigned at the option of the commander. If the option is exercised, report/record SC marks on all students completing the course.

(2) Attendees of Multiple Formal Schools. Personnel undergoing multiple courses of instruction (for example, Basic Typing followed by the Unit Diary Clerk Course), SC marks are required only if the prerequisite course(s) exceed(s) 30 days in length.

c. Upon Promotion to Sergeant. When the effective date of promotion to sergeant falls on the 1st of February and August (for Regular Marines) or the 1st of January (for Reserve Marines) the PR conduct and duty proficiency marks will take precedence over the semiannual/annual markings requirement. In these particular cases, do not report/record the semiannual/annual markings.

d. Occasion Coincides with the Semiannual/Annual Marking Period. When the effective date for a reporting occasion falls on 31 January, 31 July, or 31 December (semiannual/annual marking periods).

e. Removal of Reduction Markings Upon Restoration of Grade and Assignment of Original Date of Rank. Removal of reduction markings must be done when the original grade and the original date of rank are restored by the act of setting aside an NJP, or when restoration of the date of rank is specified as part of suspending, mitigating, or remitting of a reduction from NJP. The act of suspending, mitigating, or remitting an executed reduction will cause the grade to be restored, but the date of rank will be the date of action by the officer authorized to take action, except where the officer specifically directs otherwise in especially deserving cases. Only the act of setting aside an NJP after a reduction was executed automatically restores the original date of rank along with the restoration of grade. The following scenario is provided:

"Lance Corporal Marine was the subject of NJP on 13 January 1987 and was awarded a reduction to private first class and 30 days restriction. Reduction conduct and duty proficiency marks of 2.9 and 4.6, respectively, were assigned and were reported on the unit diary. On 9 Mar 1987, the battalion commander restored Private First Class Marine to the grade of Lance Corporal by setting aside the NJP."

When a Marine is reduced at NJP and there is a subsequent restoration of grade per MCO P5800.8C, and the original date of rank is restored, the conduct and duty proficiency marks awarded upon the reduction become invalid. The restoration of the grade back to the original date of rank nullifies the reduction.

When a Marine is reduced at NJP and there is a subsequent restoration of grade, but the original date of rank is not restored, the reduction conduct and duty proficiency marks remain valid.

(1) In referring to the above scenario, the following administrative action should take place when a Marine is reduced at NJP and at a later date is restored to original grade and original date of rank:

(a) Delete the RD conduct and duty proficiency marking from the Record of Service (ROS).

(b) Accomplish unit diary action per paragraphs 5025 (delete as erroneous the RD marks) and 5129 (restoration of grade) of MCO P1080.40, MCTFSPRIM.

(c) Appropriate page 12 entries are made to indicate action taken with regard to the restoration of grade and date of rank.

(2) If the NJP resulted in other punishment being awarded, and any portion of that punishment is left standing, then the next set of conduct and duty proficiency marks would reflect the imposition of the NJP, i.e., semiannual/annual, transfer, etc.

f. Assignment of Conduct Marks (Semiannual, Transfer, etc.) Following a Reduction in Grade at NJP. When a Marine receives a reduction at NJP, conduct marks in the 2.0 - 2.9 range are normally assigned. If the reduction takes place less than 30 days prior to the requirement for assignment of semiannual/annual, transfer, or another marking period, the marks for that occasion will be NA. If the reduction takes place more than 30 days prior to the requirement for assignment of semiannual/annual, transfer or other marks, the marks will be based upon the Marine's performance in current grade only. The fact that the Marine received a NJP during the semiannual/annual marking period, for example, becomes moot as the reduction marks also cover the awarding of NJP. The following scenario is provided for clarity:

"Lance Corporal Marine receives NJP on 21 February 1992 and is awarded a reduction to Private First Class effective 21 February 1992. RD marks are reported with an effective date of 20 February 1992 (the day prior to the effective date of reduction). During the period 21 February to 31 July 1992, Private First Class Marine's performance and conduct are exemplary. The semiannual marks assigned should reflect Private First Class Marine's performance and conduct only since his reduction to current grade. (Marks are not assigned based upon a reduction/NJP as these events occurred when Marine was a Lance Corporal and marks have already been assigned for those events)."

2. MEDICAL WARNING TAGS. The medical warning tag will be prepared by Marine Corps commands only when directed by the Marine's attending medical or dental officer. NAVMEDCOMINST 6150.2 and MCO P1070.12H, paragraphs 7002 and 7005.3, apply.

3. IDENTIFICATION TAGS (ID TAGS). When correctly prepared, the ID tag, with the hole to the user's left, is readable only from the smooth side of the tag. Refer to paragraph 7000.4 of MCO P1070.12H concerning ID tags prepared by the recruit depots.

a. Marine Corps Personnel. ID tags shall be prepared as outlined in MCO P1070.12H, chapter 7. The religion information is changeable, based on the personal preference of the Marine, and may not match the acceptance appointment and record, the older types of the enlistment contract, or the DD Form 1966. However, the religion information must agree with the religion data contained on the automated records.

b. Navy Personnel. ID tags for U.S. Navy personnel attached to Marine Corps commands shall be prepared as required by the Naval Military Personnel Manual (MILPERSMAN), Article 4610150.4. To assist Marine Corps commands, the following is extracted from MILPERSMAN, Articles 4610150.4a through 4610150.4c:

"a. First line: Beginning with the first space, record the name of the wearer, last name, first name, and middle initial; e.g., DOE, John R. When the space provided for the first line is insufficient to emboss the name as prescribed above, the first line shall contain the last name only. The first name and middle initial will be placed on the second line.

"b. Third line: Beginning with the first space, record the military personnel identification number (SSN). Beginning with the tenth space, record the letters "USN" regardless of whether regular or reservist. Beginning with the fourteenth space, record the blood type and RH factor.

"c. Fifth line: Beginning with the first space, record the religious preference of the wearer. Show any religion or faith group designated by the wearer. If possible, spell out the preference. For example, Assembly of God, Baptist, Church of God, Eastern Orthodox, House of David, Orthodox Jew, Protestant, Roman Catholic, etc. Otherwise, use meaningful contractions or abbreviations."

4. COMPARISON OF NAVY AND MARINE CORPS SERVICE RECORD BOOK PAGES. A number of Navy directives refer to or require the recording of data in the Marine Corps service record. In the substitution of Navy to Marine Corps SRB pages, the limited familiarization with the two records has, on occasion, been inaccurate. For example, OPNAVINST 4790.2C, volume III, paragraph 3914.c(2), compares the page 4 of the Navy service record to the page 11 of the Marine Corps SRB. The courses contained in figure 3-9-22 of the OPNAVINST should be placed on the page 8a of the Marine Corps SRB, not on the page 11. Issuance of the Ground Support Equipment (GSE) operator's license is not an authorized entry for the page 11 of the Marine Corps SRB. OPNAV Form 4790/12 is used to reflect the license(s) or certification/recertification of aviation support equipment of which a Marine is authorized to operate. Maintain the current OPNAV 4790/12, certified by the Quality Assurance Officer, on the document side of the SRB. Use the information provided below to compare pages of the Navy enlisted service record with those contained in the Marine Corps enlisted service record. Information relative to the service records of Naval officers is contained in Article 5030160, of the MILPERSMAN. See MILPERSMAN, Article 5030200.7, concerning documents in the Navy enlisted service record.

	NAVY	CORRESPONDING MARINE CORPS PAGE(S)
Cover	NAVPERS 1070/600	NAVMC 118a
	Enlistment/Reenlistment Document--Armed Forces of U.S. (DD Form 4) with Annex(es), when applicable	Enlistment/Reenlistment Document--Armed Forces of the United States (DD Form 4) with Annex(es), when applicable
Page 1	Immediate Reenlistment Contract (NAVPERS 1070/601)	Enlistment/Reenlistment Document--Armed Forces of the United States (DD Form 4)
Page 1A	Agreement to Extend Enlistment (NAVPERS 1070/621)	Agreement to Extend Enlistment (1133) (NAVMC 321a) (This document is filed on top of the DD Form 4 when initiated.)
Page 1B	Assignment to Recall or Extended Active Duty (NAVPERS 1070/622)	None. Chronological Record (NAVMC 118(3)) entries required (1 day IRR muster for Reserves not required)
Page 2	Dependency Application/Record of Emergency Data (NAVPERS 1070/602) and/or Record of Emergency Data (DD Form 93)	The Record of Emergency Data (computer-generated) is filed as the second to the last page of the SRB. The Dependency Application (NAVMC 10922) is filed on the document side of the SRB.
	Dependency Status Action, NAVCOMPT 3072	None.
	Servicemen's Group Life Insurance Election and Certificate (SGLV 8286)	Servicemen's Group Life Insurance Election (SGLI) (SGLV 8286). Filed as last page on the standard page side of the SRB.
Page 3	Enlisted Classification Record (NAVPERS 1070/603)	None. Portions of Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests Completed (NAVMC 118(8a)).
Page 4	Enlisted Qualifications History (NAVPERS 1070/604)	Portions of NAVMC 118(8a) and Combat History - Expeditions - Awards Record (NAVMC 118(9)). (Also see reference to OPNAV Form 4790/12, above.)
Page 5	History of Assignments (NAVPERS 1070/605)	Chronological Record (NAVMC 118(3))
Page 6	Record of Unauthorized Absence (NAVPERS 1070/606)	Portions of Offenses and Punishments (NAVMC 118(12))
Page 7	Court Memorandum (NAVPERS 1070/607)	Portions of NAVMC 118(12), Report of Conviction by Court-Martial (NAVMC 118(13)) and Supplementary Record of Conviction by Court-Martial (NAVMC 118(13A)).
Page 9	Enlisted Performance Record (NAVPERS 1070/609)	Record of Service (ROS) (computer-generated).
Page 13	Administrative Remarks (NAVPERS 1070/613)	Portions of NAVMC 118(3), NAVMC 118(11), and NAVMC 118(12).
Page 14	Record of Discharge for the U.S. Naval Reserve (Inactive) (NAVPERS 1070/614)	None. NAVMC 118(3) entry required upon discharge.
Page 15	Certificate of Release or Discharge from Active Duty (DD Form 214)	None. (Marines who reenlisted prior to October 1986 and prior service Marines will have copies of the DD Form 214 filed on the document side of the SRB.)

5. ARRANGEMENT OF FORMS ON DOCUMENT SIDE OF FIELD SERVICE RECORDS. MCO P1070.12H, paragraphs 3001.3 and 4001.2c, require sequential placement of certain documents in the field service record. The remainder of the forms listed in these paragraphs are in a recommended (but not mandatory) filing sequence. The recommended filing sequence allows the clerk to become familiar with an established order for the various forms which enhances the detection of missing documents when auditing the service record. Administrative sections having custody of field service records should establish an internal sequence for any documents not listed in MCO P1070.12. Figure 3-3 also includes the recommended (but not mandatory) sequential filing order for documents which can be used during the auditing of field service records.

NOTE: Administrative personnel should be aware that other forms are required to be filed on the document side of the service record which are not listed in MCO P1070.12. These forms are normally maintained temporarily, based on particular occasion or the current status of the Marine. For example, MCO P4050.38B, paragraph 0905.1 requires the filing of the NAVMC 10154 while the Marine is in an unauthorized absence status. MCO P10120.28F, paragraph 2302 requires the filing of the NAVMC 631 or 631a on the document side of the service record.

6. LEAVE ACCOUNTING. Maintain the original NAVMC 3 (Leave Authorization) in the issuing command's correspondence files for a period of 2 years as stated in MCO P1050.3 vice 6 months as required by SECNAVINST 5212.5. A forthcoming revision to SECNAVINST 5212.5 will contain the authority for the 2-year retention. When preparing file folders, cite SECNAVINST 5212.5C, Part III, Chapter 1, paragraph 1000.3(b) on the disposal instructions label vice paragraph 1050(1). The original NAVMC 3's should be filed by return date on a calendar year basis.

7. COMPUTATION OF RECORD OF SERVICE DATA (BLOCK 12) ON THE DD FORM 214. The following procedure is used to compute the data for block 12.

EXAMPLE:

is arrived at by:

86 02 14

- 83 02 15

02 11 29

+ 01 (for inclusive dates)

02 11 30 = 03 00 00 - Block 12c data

a. Exception. The computation of the data for item 12g is an exception to the above procedure. The sea service is computed using the 30-day basis as prescribed in paragraph 5014 of MCO P1080.40 (MCTFSPRIM).

(1) When separating Marines on the first enlistment, the career sea pay data on the latest leave and earnings statement (LES) may be used for this block provided there has been no accumulation of sea service time since publication of the LES.

(2) When separating Marines on the second and subsequent enlistment, the data on the LES cannot be transcribed to block 12g of the DD Form 214, as the information on the LES represents a total career history of sea pay data; whereas the DD Form 214 reflects the sea service accumulated only during the current period of service. However, the LES may be used to determine the sea service time accumulated during the current period of service by using the following procedure.

EXAMPLE: LES reflects total career sea pay data as: 02 years, 04 months, and 03 days. The DD Form 214 issued upon separation from previous period of active service has "01 07 09" entered in block 12g. To determine sea service performed during the current period of service, use the following procedure:

02 04 03

- 01 07 09

08 24 = sea service during

current period of service*

* Include any period of sea service recently performed which is not reflected on the latest LES when computing this data.

8. SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION FORM. The unit commander or designated representative will counsel individual Marines on SGLI who are being processed for enlistment, reenlistment, induction, assignment to active duty, active duty for training, inactive duty for training, or when a break in service occurs. Counseling entries will not be made on page 11 of the SRB/OQR regarding SGLI election.

a. The Marine should review his/her SGLI election form any time a status changes, i.e., marriage, divorce, death of spouse; or as part of administrative procedures when applying for BAQ, COMRATS, dependent identification cards, etc.

b. The Marine may designate any person, firm, corporation, or legal entity (including the Marine's estate), individually or as trustee, as the beneficiary(ies) to receive SGLI. The Marine may not make a "By Law" election.

c. When a Marine is survived by a dependent (spouse or children) or parents and designates some other person or entity as beneficiary, the unit commander or representative will counsel the individual. The unit commander or representative will explain to the Marine that SGLI was specifically designated to provide security for the dependents or parents. The Marine should be encouraged to designate such as beneficiaries. After counseling, if the Marine continues to desire an unusual designation, a statement should be prepared for the Marine's signature reading, "I have been counseled about designation of an unusual beneficiary." This statement will be placed in the Marine's personnel file along with the SGLI election form as a matter of record.

d. When a Marine is not survived by the designated beneficiary or contingent beneficiary (if elected), SGLI will be paid under Title 38 U.S.C. in the following order of precedence:

- (1) Surviving spouse, if none;
- (2) Surviving child(ren) and the descendants of deceased children by representation, if none;
- (3) Surviving parents of the Marine, if none;
- (4) A duly appointed executor or administrator of the insured Marine's estate, if none;
- (5) Other next of kin, per the laws of the state wherein the Marines domiciled at the time of death.

e. Listing of beneficiary(ies) on the Record of Emergency Data (RED) does not constitute a designation of beneficiary for SGLI. Likewise, the execution of a last will and testament cannot change the SGLI beneficiary designated on the SGLI election form.

f. No pen changes are authorized on the SGLI election form. A new SGLI election form must be completed every time a change is made.

g. Distribution of the SGLI election form under MCO P1741.8, Government Life Insurance Manual, will be made as follows: Copy 1 will be placed in the SRB/OQR; Copy 2 to the member; and Copy 3 will be mailed to the CMC (MMSB-20), HQMC, Quantico, VA 22134-0001.

"CANCEL INSURANCE" ELECTION ON THE SGLI FORM

{li P5014C05.gif:SAMPLE}

9. PAY ENTRY BASE DATE (PEBD). On 1 January 1985, the DoD changed the method of computing time served in the Delayed Entry Program (DEP) for pay purposes. This change was directed primarily to initial enlistees (first term Marines), however in some cases, it may affect the PEBD as established during the accession process. (See Appendix D for PEBD computation table for the Marine Corps Reserve.)

COMPUTATION OF PAY ENTRY BASE DATE FOR ENLISTED MARINES OF THE REGULAR COMPONENT			
R	A	B	C
U			
L	If the individual	and is placed in the	then the PEBD is
E		Delay Entry Program	
	(DEP)		
	enlisted prior to	and is on initial	the same as the date
	1 Jan 1985 in any	enlistment	of enlistment
1	branch of the		
	Armed Forces	(See Note 1)	
	enlisted on or		the same as the date
	after 1 Jan 1985		assigned to active
2	in any branch of		duty
	the Armed Forces		(See Note 2)
	reenlisted prior	and the individual	the same as the date
	to 1 Jan 1985 in	has obligated service	of original entry in
3	the regular or	remaining from	the Armed Forces
	reserve component	previous enlistment	
	of any branch of		
	the Armed Forces		
4	reenlisted on or	and obligated service	
	after 1 Jan 1985	from previous	
	in the regular or	enlistment has not	
	reserve component	expired prior to	
	of any branch of	reassignment to active	
	the Armed Forces	duty	
5		and obligated service	recomputed to
		from initial enlist-	exclude the period
		ment expires before	immediately follow-
		assignment to active	ing the expiration
		duty	of initial obliga-
			tion to the day
			prior to assignment
			to active duty

NOTES:

1. For those individuals enlisting and entering the DEP prior to 1 January 1985 all DEP time is creditable including any DEP period after 1 January 1985.

EXCEPTION:	On rare occasions enlistment contracts are terminated at no fault of the individual; i.e., initial program enlisted for is no longer available, recruiter error(s) in initial contract, etc. These contracts are immediately renegotiated at the convenience of the Government and allow the individual to receive credit for the time spent in the DEP prior to 1 Jan 1985. Documentation of this situation is on the DD Form 1666 and block 7b of the DD Form 4.
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2. Individuals discharged from the DEP prior to 1 January 1985 (humanitarian, temporary medical problems, etc.) and reenter after 1 January 1985 do not receive credit for any previous DEP time.

10. PAY CHECKS/CURRENCY HELD BY THE ADMINISTRATIVE OFFICE. Undelivered checks, paid travel vouchers, cash, and other valuables which are held by the commanding officer (normally in custody of the administrative officer) require the use of Class 1 or Class 5 type containers when maintaining such negotiable documents. Noncompliance with the above instructions may result in discrepancies when inspected by the CG/IGMC/MCAAT inspection/analysis teams. Refer to the Navy Comptroller Manual, Volume 4, Chapter 2, paragraphs 042351.6 and 042351.7 for determination of authorized storage containers.

11. DISCHARGE OR RETIREMENT OF LIMITED DUTY OFFICERS (LDO'S). LDO's that were appointed to second lieutenant from the enlisted ranks (1976 and earlier years) underwent only a change of status. These officers were not issued the DD Form 214 nor the DD Form 256 at the time the temporary appointment was accepted. These officers also retain a permanent enlisted grade for the duration of the commissioned service, or if an appointment to the Warrant ranks was attained while serving as an LDO, it also was a status change, with no discharge effected. Upon discharge, retirement or transfer to the Fleet Marine Corps Reserve (FMCR), the DD Form 214 and separation voucher must cover the entire period of service from the date of the Marine's last reenlistment, not just the service as an officer. The type of appointment may be determined by viewing the officer's NAVMC 763 (Acceptance Appointment and Record). Consult the initial NAVMC 763 on the document side of the OQR on the officers who have accepted an appointment to warrant officer while serving as an LDO.

12. MOST COMMON ERRORS DETECTED DURING MCAAT INSPECTIONS. The following administrative areas continuously appear as areas containing discrepancies during MCAAT inspections. Listed are the most common errors detected under a general topic. Administrators should use this information not only when preparing for an inspection, but during everyday administrative functions.

a. Basic Allowance for Subsistence (BAS). (Ref: DODPM, Part 3, Chap. 1; MCO 10110.14L; MCTFSPRIM, par. 5009.)

(1) Not crediting TAD rations to the accounts of Marines for periods of eligible TAD away from the PDS. This includes permissive TAD.

(2) Reporting incorrect times and dates for commencement/termination of subsistence allowances. Information reported did not correspond with the Marines' itinerary. These errors were identified for periods of individual TAD, field exercises, and movement of UDP units (main body and advance party). These errors included:

(a) Group Travel: Checking BAS for officers or not checking ComRats for enlisted personnel.

(b) Field Duty: Not checking BAS for officers or ComRats for enlisted personnel.

(c) Sea Duty: Not checking ComRats for enlisted personnel for periods spent aboard ship.

(3) Not or incorrectly reporting TAD rations for enlisted personnel assigned overseas for travel to and from emergency leave and 15 day special(incentive) leave in CONUS.

(4) Retroactive approval of ComRats. ComRats may be approved verbally, however, this must be followed up in writing within three working days.

(5) Reporting incorrect times and dates for commencement of BAS entitlements when authorized from the time and date of reporting to the new PDS or times and dates did not match ComRats application. BAS entitlements were started at 0701, rather than the required time of 0700, when Marines reported to the command at a meal time (i.e. 0700, 1200, or 1800).

(6) Marines were not receiving continuous ComRats credit for interbase transfers when ComRats were authorized at the previous command.

(7) Failing to require personnel to reapply for ComRats after executing reassignment orders to a new PDS (i.e., from Camp Courtney to Camp Foster). In these cases ComRats were either erroneously allowed to continue or restarted without proper approval at the new PDS.

(8) Failure to submit travel vouchers for travel rations on personnel who received Permanent Change of Assignment (PCA) orders from one PDS to another. These Marines are missing entitlements from the time the system stops ComRats based on the transfer entry and until the new command restarts ComRats based on the new ComRats application. Although there is no entitlements to per diem, the entitlement to travel rations exists.

(9) Failing to check BAS/ComRats for active duty personnel participating in field duty during drill weekends with the reserves.

(10) Failing to credit TAD rations for enlisted personnel who were required to procure meals during a group travel or field duty status after they became entitled to per diem. Important Times and Dates: The following times and dates are important and must be known to determine a Marine's proper entitlement to a monetary subsistence allowance.

- (a) Time and date Marine departs PDS in group travel status.
- (b) Time and date Marine embarks aboard a naval vessel.
- (c) Time and date Marine disembarks a naval vessel.
- (d) Time and date Marine arrives at deployment site and enters field duty status.
- (e) Time and date Marine departs deployment site and enters group travel status.
- (f) Time and date Marine returns to PDS.

ComRats. Enlisted Marines in a Group Travel or Field Duty status are not entitled to a monetary subsistence allowance. ComRats terminate on all enlisted Marines when they depart their permanent duty station in a group travel status. This should not be confused with when a member receives his orders. The following examples are provided:

Example 1: A group, of Marines, is ordered from 9thEngrSptBn, Camp Hansen to participate in a deployment with CSSD-35 in the Philippines. They received their orders at 1600 on 15 June 1993, but do not depart Camp Hansen until 0830 on 16 June 1993,. ComRats should be stopped at 0829, 16 June 1993, because the Marines entered a group travel status effective at 0830. Group travel status terminated at 2400, on the date of arrival at the temporary duty location. Upon departing the temporary duty location, group travel status commences at 0001, on the day of departure and terminates at hour of return to the PDS. (Ref: JFTR par. U4002)

Example 2: A group, of Marines, is ordered from 9thMTBn, Camp Foster, to participate in a deployment with BSSG-9. The Marines received their orders at 1630 on 6 November 1993. From 7 November 1993 to 20 November 1993 these Marines are required to work at Camp Kinser for BSSG-9 but are not attached. They are required to commute daily to and from their residence. At 0600 on 21 November 1993, these Marines depart Camp Foster in a group travel status and join BSSG-9 at White Beach where they embark aboard a naval vessel. ComRats should be stopped at 0559, when they entered a group travel status at 0600.

Field Duty Rations (Officers). Officers entitled to basic pay are entitled to BAS at all times. When officers deploy and enter a field duty status they must be checked for field duty rations. This is accomplished by starting field rations on the unit diary. This should not be done until the officer reaches the deployment site and enters a field duty status. Field duty rations should not be started while an officer is in a group travel status or embarked aboard ship. The following examples are provided:

Example 1: An officer departs Camp Hansen at 1030 on January 2, 1993 in a group travel status to the Philippines for duty with CSSD-35. Member arrives in the Philippines and enters a field duty status at 1645 on 4 January 1993. Field duty rations should be started at 1645 on 4 January 1993.

Example 2: An officer is deployed to the Philippines in a field duty status embarks aboard ship at 1100 on 6 January 1993 for transportation back to Okinawa. The ship arrives in Okinawa on 13 January 1993, and the officer disembarks at 1430 on 13 January 1993. Field duty rations should be stopped at 1100 on 6 January 1993 as this is when the officer was no longer in a field duty status.

b. Basic Allowance for Quarters. (Ref: DODFMR, Part 3, Chap 2; MCTFSPRIM par. 5008; MCO P1751.3)

(1) Changing BAQ from the "with dependents" rate to the "without dependents" rate on the date of final divorce rather than the day after.

(2) Changing BAQ from the "partial" rate to the "without dependents" rate on the join date rather than the date of reporting when adequate government quarters were not available and inadequate quarters were not assigned.

(3) Not detecting during the join audit, BAQ that was improperly withheld when quarters assignment at the previous permanent duty station (PDS) was terminated on a date after the Marine and his dependents physically departed the PDS incident to a permanent change of station.

(4) Failing to start BAQ Own-Right for single Marines departing on terminal leave. Since these Marines must vacate the barracks prior to departure on terminal leave, they are entitled to BAQ Own-Right effective the day they vacated the barracks.

(5) Failing to submit NAVMC 11116 to disbursing to immediately recoup advance BAQ and VHA when members change residences or move into government quarters.

(6) Failing to report BAQ-difference on Marines who became entitled to BAQ solely for child support on or after 5 December 1991.

(7) Failing to report BAQ Own-Right for single Marines who reside in temporary government quarters (less than 30 days occupancy) upon reporting to a new PDS.

(8) Failing to report BAQ Own-Right for single Marines who resided in the JRC at Camp Foster and were subsequently assigned to duties at another camp on Okinawa.

(9) Erroneously reporting BAQ Own-Right for single Marines who resided in the JRC at the permanent duty station and were subsequently assigned to single-type government quarters on the same installation.

(10) Failing to reduce BAQ Child to BAQ Difference for Marines who were approved BAQ for dependent children (formerly known as illegitimate children) by CMC from 5 December 1991 to 26 November 1992. In these cases, CMC reported BAQ Child on all cases, but when the Marine does not have custody, he is only entitled to BAQ Difference.

(11) Using an incorrect start date for the commencement of government quarters deduction. The date either did not match the form, or else the anticipated move-in date was used vice the actual date the Marine received the keys when using the Air Force form.

(12) Failing to have quarters' documents on file.

(13) Failing to accomplish annual BAQ certifications or using incorrect dates during required annual LES audits.

(14) Failing to require the Marine to document support and paternity for BAQ (dependent child, formerly known as illegitimate child) approved by the local Commander after 26 November 1993. In these cases, the Marine must provide this documentation for the command to determine the correct start date for BAQ (Child or Difference).

(15) Failing to change a Marine's BAQ qualifier from Child to BAQ Own Right plus BAQ Difference during the required annual audits in calendar year 1993. In these cases, since the Marine is not "grandfathered" for BAQ Child, the BAQ qualifier needs to be changed to preclude overpayment in the event he is assigned to single type government quarters in the future.

c. Variable Housing Allowance. (Ref: JFTR, Chap 8; MCTFSPRIM, PAR. 5162; ASPM, Chap 3, Section 7. and Appendix J, Part A; SECNAVINST 7220.82; IRAM, pars. 3001.3(k) and 4001.2c(12).)

(1) Reporting join dates effective on a date other than the day after the Marine physically reports for duty under PCS orders resulting in the system changing the VHA the new PDS rate on an incorrect date.

(2) Reporting incorrect data elements (i.e., zip codes, total expenses, number of sharers, dependent qualifiers).

(3) Erroneously allowing VHA to continue when Marines no longer had housing expenses.

(4) Failing to report VHA on the unit diary when a Marine provided housing expenses and completed the VHA certification.

(5) Not reporting interim VHA for the period after a Marine reported aboard until he either incurred permanent housing expenses or 60 days had elapsed, whichever occurred first. This included Marines without dependents who temporarily occupied government quarters and were entitled to BAQ Own-Right.

(6) Erroneously reporting VHA at the dependents zip code with an effective date prior to the date the Marines reported for duty at an overseas command or reporting VHA with offset effective the date the lease was signed when it was prior to the date the Marine reported for duty. In these cases, the Marine is entitled to VHA without offset at the old PDS rate until the date prior to the date of reporting.

(7) Reporting incorrect dates to stop VHA for Marines on unaccompanied orders whose dependents established permanent residence in Okinawa. The proper effective date to stop VHA is the day prior to the date the dependents left the states or the day housing expenses terminated, whichever is earlier.

(8) Not crediting VHA without offset to the accounts of Marines who vacated their permanent residence, and occupied temporary residence within a 60 day period prior to transfer from their old PDS or Separation. This also applies to single members who depart on separation leave and vacate the barracks.

(9) Using incorrect effective dates (date of divorce vice following day) to change VHA to the lesser own right rate when Marines were divorced.

(10) Not detecting and crediting VHA without offset for Marines in the accession pipeline whose VHA stopped prior to reporting to their first permanent duty station.

NOTE 1: Marines in the accession pipeline on and after 1 June 1994 must document housing expenses to be entitled to VHA.

(11) VHA applications were not maintained on file in the service record until properly cleared by the annual LES.

(12) Failing to accomplish annual VHA certifications during the Annual LES audit.

(13) Failing to terminate VHA when Marines changed residence but failed to document housing expenses.

(14) Failing to report VHA with dependents when a Marine acquired dependents enroute to a new PDS.

d. Dependent Dental Plan. (Ref: DODFMR Part 7, Chap 11; DOD Directive 6410.3; MCTFSPRIM, Par. 5046; IRAM pars. 3001.3q and 4001.2c(18).)

(1) Not reporting DDP deductions when Marines had made written application to participate.

(2) Incorrect coverage (i.e., single plan vice family plan).

(3) Starting DDP deductions on a date other than the first day of the month in which Marines made written application to participate in the program.

(4) Stopping DDP deductions on a date other than the last day of the month prior to the month in which Marines made written application to terminate coverage.

(5) Stopping DDP deductions prior to Marines completing 24 months enrollment in the program, and not otherwise eligible to terminate participation.

(6) Reporting incorrect dates to change the premium deduction from single to family rate when co-located dependent children attained age four. The effective dates for change should be the first day of the month in which the child attained age four.

(7) Not or incorrectly terminating DDP for Marines whose dependents resided overseas. DDP should be terminated by unit diary with an effective date of the end of the month prior to the month all dependents arrive overseas.

(8) Reporting incorrect stop dates when Marines lose dependents due to divorce. DDP should be terminated by unit diary with an effective date of the end of the month prior to the month of divorce.

(9) DD Form 2429 was not on file in the service record.

(10) Erroneously terminating DDP coverage with an effective date other than 28 February 1993 for Marines who elected not to enroll their dependents from 1 March 1993 to 31 July 1993.

(11) Erroneously reporting DDP coverage for Marines who did not meet the minimum requirement to have two years of obligated service remaining and did not intend to remain on active duty.

(12) Failing to re-report a Marine's DDP election on the unit diary when the DDP coverage was rejected due to the lack of dependent information in the MCTFS.

Examples. The following examples should help in clarifying the above procedures:

(a) A Marine enrolled in DDP at the single dependent rate has a child that reaches four years of age on 25 July 1993. Effective date to change premium from single to family plan is 1 July 1993. Regardless of when the Marine completes and submits application.

(b) A Marine enrolled in DDP gets divorced on 15 June 1993. The Marine has no dependent children. The Marine completes a new DD Form 2494 dropping the dependent spouse on 25 August 1993. The effective date to stop DDP is 31 May 1995.

(c) A Marine that has completed the minimum enrollment period completes a DD Form 2494 requesting disenrollment on 25 September 1992. The effective date to stop DDP is 31 August 1992. Member who elected DDP coverage at the rates in effect on and after 1 March 1993 has a new 24 month minimum enrollment period and won't be eligible to disenroll until 28 February 1995.

(d) A Marine enrolled in DDP arrives on Okinawa with all dependents on 6 November 1993. Marine and dependents now reside in an area not covered by DDP. Marine completes and submits a DD Form 2494 to stop DDP on 13 December 1993. The Marine's DDP deduction should be stopped on the unit diary with effective date of 31 October 1993 (the last day of the month prior to the dependents arrival) regardless of when a new DD Form 2494 is submitted.

(e) A Marine enrolled in DDP arrives on Okinawa for an unaccompanied tour on 16 June 1993. Member's spouse (member's only dependent) arrives on 20 August 1993 with intent to remain for the duration of member's tour. Marine's spouse has established a residence in area not covered by DDP. Marine's DDP should be terminated with effective date 31 July 1993.

(f) A Marine was automatically enrolled in DDP effective 1 March 1993. On 28 July 1993, he submits a DD Form 2494 saying he declines coverage (and that the program hasn't been utilized since 1 March 1993). The Marine's DDP deduction should be stopped on the unit diary with effective date of 28 February 1993 (so no deductions at the higher rates will be made).

e. Family Separation Allowance. (Ref: DODFMR Part 3, Chap 3; MCTFSPRIM, par 5064; IRAM pars. 3001.3g and 4001.2c(7).)

(1) Incorrectly computing constructive start and stop dates for FSA-R.

(2) Crediting FSA-T for periods of TAD of less than 30 days. Not crediting FSA-T for periods of TAD of more than 30 days. Starting and stopping FSA-T on incorrect dates for eligible periods of TAD when leave was taken enroute to/from the TAD site.

(3) Reporting incorrect stop dates for Marines on unaccompanied orders when their dependents departed CONUS and established a permanent residence in Okinawa. The proper effective date to stop FSA is the day prior to the date dependents arrive in Okinawa.

(4) Not starting or crediting FSA-R from the date Marines acquired eligible dependents through the day prior to the dependents arrival at the permanent station when Marines acquired the dependents subsequent to reporting for duty, making the dependents ineligible for government transportation to the present permanent duty station.

(5) Erroneously starting FSA to Marines married enroute (other than to unaccompanied tours) when Marines were married after transfer but prior to the effective date of their PCS orders.

(6) Crediting FSA to the accounts of Marines who had no eligible dependents (i.e., active duty spouse).

(7) Failing to stop FSA-R 60 days after approval of a tour conversion and dependents are not at overseas duty station.

(8) Failing to credit FSA to Marines whose active duty spouses are claiming the children for BAQ purposes during eligible periods of TAD and PCS.

(9) Failing to credit FSA-I to geographic bachelors assigned unaccompanied tours overseas who had declined acceptance of inadequate government quarters and adequate government quarters were not available.

Computation of periods of more than 30 days:

a. FSA-T. Credit for FSA-T may not be made until the member has been on TDY continuously for more than 30 days. Compute this period as follows:

(1) First determine the time frame to see whether a Marine has met the over 30 consecutive day requirement. Count the actual number of calendar days the Marine was TAD or TDY at the temporary duty station, to include day of departure and the day of return. After doing this, if you come up with 31 days or more then you must determine the amount of FSA-T payable.

Example 1:	Mbr departs TAD 930105	1/5 - 1/31	27 days
	Mbr completes TAD 930210	2/1 - 2/10	10 days
			37 days

This member was TAD in excess of 30 days with no leave involved. The date of return to the PDS is a day of non-entitlement, therefore this member is entitled to FSA-T from 910105 to 910209.

(2) During the computation process when delay is used, you have to come up with a constructive date of departure and/or a constructive date of return.

(a) The constructive day of departure from the permanent duty station is the day after the actual day of departure plus the number of days leave and proceed authorized and used on the way to the PDS/TAD station.

(b) The constructive day of return to the permanent duty station is the actual day of return minus the number of days leave authorized and used on the return to the duty station or the new duty station.

Example 2: Member departs on TAD with 7 days leave taken enroute to the TAD site.

Mbr departs TAD 930105	930106 day after depart
Charged Leave 930106 - 030111 (07)	+ 7 (days leave)
Mbr returns from TAD 930212	930113 day of depart
	1/13 - 1/31 19 days
	2/1 - 2/12 12 days
	31 days

Member entitled to FSA-T for period 930113-930211.

This member was away from the PDS for 39 days, however 7 days were charged leave. The Disbursing Officer is responsible for settling the TAD orders and charging the member leave for 7 days. Upon receipt of the settled travel voucher and posting of leave, the unit should reverify the FSA received and the leave period charged.

Example 3: Member departs on TAD with 5 days leave taken enroute from the TAD site.

Departs PDS	930520	930715 date of return
Charged leave 900711 - 930715 (5)		- 5 leave taken
Return PDS	930715	930710 const date return

Member entitled to FSA-T for period 930520 - 930714

Example 4: Member TAD to SNCO Academy in Quantico VA. Member authorized and used 10 days leave enroute to Quantico and 5 days enroute when returning.

Departs PDS	930413	930414 day after detachment
Return PDS	930713	+ 10 leave taken
Leave	930414 930423	930424 const day of detachment
Leave	930709 930713	
Leave	930709 930713	930713 day of return
		- 5 leave taken
		930708 const date of return

Member entitled to FSA-T for period 930424 - 930708.

b. FSA-R. FSA-R is payable to Marines when transportation of dependents is not authorized at government expense and the dependents do not reside at or near the member's permanent duty station (PDS). When computing the constructive start date for FSA-R there is one question that must be asked:

Did member have dependents on date of detachment from old PDS?

If member had dependents on date of detachment from old PDS then determine the start date for FSA-R by taking the date of detachment or 1st day of authorized travel time (following day), whichever is later, plus subsequent days of authorized delay or proceed time. Start FSA-R on this constructive date. The following examples apply to Marines reporting on or after 22 September 1992:

Example 1:	Computation
Det 930720	(Day after day of Detach) 930721
Pro 930721 - 930724 (04)	(Add Proceed & Delay) +14
Del 930725 - 930803 (10)	930735
Tvl 930804 - 930810 (07)	(Convert 35 days by sub-
Jn Date 930811	tracting the number of -31
	days in July (31) and 930804
	and adding 1 month)
Start FSA-R	930804

Example 2:	Computation
Det 930602	(Day after Day of Detach) 930603
Tvl 930603 - 930607 (05)	(Add Proceed & Delay) +33
Pro 930608 - 930611 (04)	930636
Del 930612 - 930710 (29)	(Convert 36 days by sub-
AT 930711 - 930714 (04)	tracting the number of 30
Joined 930715	days in June (30) and 930706
	adding 1 month)
Start FSA-R	930706

Example 3: Member married prior to entering Marine Corps. Dependent travel not authorized to any TEMINS duty stations and dependents did not reside at or near any TEMINS duty station. Member would be entitled to FSA-R from day of enlistment minus any periods of delay. Transfer entries from each command will be terminate member's FSA-R on dates of detachment.

Computation

Arr SDiego	930120		
Detached	930417	(Date of Detachment)	930820
Delay	930418 - 930427 (10)	(Add Proceed & Delay)	+30
Travel	930428 (01)	(Convert 50 days by	930850
SOI	930429 - 930610 (43)	subtracting number of	31
Travel	930611 (01)	days in Aug (31) and	930919
Conn Sch	930612 - 930820 (70)	adding one month)	
Delay	930821 - 930919 (30)		
Travel	930920 - 930921 (02)		
AT	930921 - 931002 (12)		
Joined	931003		

Start FSA-R the next day 930920

Note: This Marine should receive FSA-R from 930120 to present minus the days of delay (930418 - 930427) and (930821 - 930919). When conducting members join audit ensure that prior commands credited member with correct FSA-R. MCRD San Diego should have started FSA-R effective 930120. Transfer entry would have terminated FSA-R effective 930417. SOI Camp Pendleton should have started FSA-R 930428. Transfer entry would have terminated FSA-R effective 930610. Comm School should have started FSA-R effective 930611. Transfer entry would have terminated FSA-R effective 930820.

If the member did not have dependents on day of detachment and acquired dependents during the elapsed time to an unaccompanied tour i.e., Okinawa; then start FSA-R the day after the last day of delay or the date dependents were acquired whichever is later.

Note: Most Marines who marry en route, but not to an unaccompanied tour, rate dependents travel and not FSA. (See JFTR App A for definition of effective date of PCS orders.)

The following examples apply to Marines married enroute to an unaccompanied tour:

Example 4: Member married 930815

Detached	930802	Start FSA-R 930826
Delay	930803 - 930825 (23)	(The day after last day of
Travel	930826 - 930830 (05)	delay)
AT	930831 - 930902 (03)	
Joined	930903	

Example 5: Member married 930827

Detached	930802	Start FSA-R 930827
Delay	930803 - 930825 (23)	(Date of marriage as this
Travel	930826 - 930830 (05)	date is after the last day
AT	930831 - 930902 (03)	of delay)
Joined	930903	

Stop Date for FSA-R.

a. FSA-R stops when all of a members dependents arrive in the vicinity of the PDS with the intent to remain. The date to stop FSA-R is the day prior to the date of arrival of dependents. When a member applies for ComRats you should document the date of arrival of dependents on the ComRats application.

b. Upon PCS, FSA-R stops the day before the date member arrives at the new duty station minus any days of proceed and delay.

Note: Remember for diary reporting purposes the stop must be effective the day prior to the constructive date. MCTFS will automatically stop FSA on the date of detachment therefore adjustments may be required.

Example 1: Member PCS with no proceed or delay involved.

Detached	930601	930608	last day of travel
Travel	930610 - 930610	-1	stop day prior
Report	930608	930707	last day of FSA-R

System stopped FSA-R eff 930601. Unit diary must credit 930602 to 930607.

Example 2: Member PCS with proceed and delay involved.

Detached	930710		930725	last day of travel
Proceed	930711 - 930714 (04)		-12	(total leave and proceed)
Delay	930715 - 930722 (08)	930713	const day of arrival	
Travel	930723 - 930725 (03)		-1	stop day prior
		930723	last day of FSA-R	

System stopped FSA-R effective 930710. Unit diary must credit 930711 to 930712.

Example 3: Member PCS with travel to designated place, proceed, and delay.

Detached	930615	** 930729	last day of travel **
Travel	930616 - 930620 (05)	-33	(total leave and proceed)
Proceed	930621 - 930624 (04)		
Delay	930625 - 930723 (29)	** 930659	(30 days in June plus
Travel	930724 - 930729 (06)		29 days in July)
		-33	(total leave and proceed)
		930626	Const day of arrival
		-1	stop day prior
		930625	last day of FSA-R

System stopped FSA-R effective 930615. Unit diary must credit 930616 to 930625.

Member married while enroute to a new PDS.

The following examples apply to FSA entitlement for Marines married en route to a new PDS (not to an unaccompanied tour).

Example 1: Member married 940201.

Detached	931230
Proceed	931231 - 940103 (04)
Delay	940104 - 940128 (25)
Travel	940129 - 940203 (06)
Joined	940204

Start FSA-R 940201 (Effective date of orders is 940129). Member was married after the effective date of orders, therefore not entitled to move dependents at government expense.)

Example 2: Member married 930331

Detached	930302
Delay	930303 - 930401 (30)
Travel	930402 - 930403 (02)
Joined	030304

No entitlement to FSA-R, member entitled to move dependents at government expense because member was married prior to effective date of orders (ED of orders is 930402)

Note: The effective date of orders is first day of travel for mode of transportation used (Ref: JFTR U5215.C and Appendix A).

f. Foreign Duty Pay. (Ref: DODFMR Part 1 Chap 17; MCTFSPRIM, par 5067 & Table 5-26.)

1. Failure to credit entitlement to foreign duty pay for eligible periods.
2. Reporting foreign duty pay for incorrect dates, i.e., periods that did not match itinerary.
3. Erroneously crediting both career sea pay and foreign duty pay on the same day for Corporals and above.
4. Not crediting foreign duty pay for Lance Corporals and below for the days they disembarked in the foreign duty area and the day they re-embarked aboard ship. Unlike Corporals and above, they are entitled to foreign duty pay for these days as they are not in receipt of career sea pay.
5. Erroneously crediting foreign duty pay for periods of less than 8 days.

GENERAL. Foreign duty pay is payable to enlisted Marines entitled to basic pay who are assigned to duty in a designated foreign duty area. Designated areas are listed in the Department of Defense Financial Management Regulations (DODFMR) Part 1, Chapter 17. Marines must be deployed to a foreign duty area for a continuous period of 8 days or more (including date of arrival and date of departure) to be entitled to foreign duty pay. Foreign duty pay is not payable on any day that career sea pay is received. Foreign duty pay is not payable to enlisted members who are residents of the designated foreign duty pay area. The following examples are provided:

Example 1: A group of Marines fly to Korea on 15 January 1991, as members of the advance party for Operation Team Spirit. They participate in Operation Team Spirit and embark aboard ship on 15 March 1991, for their return to Okinawa. They arrive and disembark ship on 21 March 1991. These Marines pay entitlements would be as follows:

1. LCpl's and below: Entitled to foreign duty pay from 15 January 1991 to 15 March 1991, and career sea time from 15 March 1991 to 21 March 1991.

2. Cpl's and above: Entitled to foreign duty pay from 15 January 1991 to 14 March 1991, and career sea pay from 15 March 1991 to 21 March 1991. These Marines would not be entitled to foreign duty pay on 15 March 1991, because they are entitled to career sea pay commencing on that day.

g. Career Sea Pay. (DODFMR Part 1 Chap. 18; MCTFSPRIM, par. 5014; SECNAVINST 7220.77.)

1. Failure to report career sea pay entries for eligible periods including the first 30 days ashore when Marines were participating in amphibious operations.

2. Commencement and termination of career sea pay incorrectly reported on the unit diary, (i.e., did not match itineraries).

3. Incorrectly reporting cumulative career sea time. This involved career sea service remarks resident in MCTFS that differed from documentation on file in the service records.

4. In correctly crediting both career sea pay and foreign duty pay for the same day for Corporals and above.

GENERAL. Career Sea Pay is payable to eligible Marines from the day of embarkation on ship to the day of debarkation. When a Marine is permanently embarked aboard a vessel, career sea pay would continue for the first 30 days temporarily landed ashore. The following explains the difference between temporarily embarked and permanently embarked.

a. Permanently Embarked. When a FMF unit embarks on a vessel which is part of an amphibious operation and intends to return to that vessel after landing ashore, then this unit is considered permanently embarked in accordance with paragraph 7b(3) of SECNAVINST 7220.77B and career sea pay accrues for the first 30 days temporarily land ashore. Career sea pay ceases when the FMF unit is permanently disembarked from the vessel, normally on return to Okinawa.

b. Temporarily Embarked. When a FMF unit embarks on a vessel which is not part of an amphibious operation, the unit is considered temporarily embarked in accordance with paragraph 7b(4) of SECNAVINST 7220.77B and career sea pay accrues only on a day for day basis and is not payable when temporarily landed ashore.

The following example is provided:

Example 1: Marines embark aboard ship on 2 February 1993 in connection with Operation Storm China Beach. It is the intent of 3d FSSG that these Marines return to Okinawa by ship after Storm China Beach has ended. Storm China Beach is an amphibious operation. Marines temporarily disembark ship in Korea on 8 February 1993 and reembark on 15 March 1993. The ship returns to Okinawa on 21 March 1993 and Marines permanently disembark. These Marines would be considered permanently embarked and their pay entitlements are as follows:

(1) LCpl and below. Entitled to career sea time from date of embarkation (2Feb93) and for first 30 days ashore (8Feb93 to 9Mar93). Career sea time should be started on 2 February 1993 and stopped on 9 March 1993. Since LCpl's and below are not entitled to career sea pay they would be entitled to foreign duty pay from 8 February 1993 to 15 March 1993. They would again be entitled to career sea time from 15 March 1993 to 21 March 1993 when they permanently disembark ship.

(2) Cpl and above. Entitled to career sea pay from date of embarkation (2Feb93) and for first 30 days ashore (8Feb93 to 9Mar93). Career sea pay should be started on 2 February 1993 and stopped on 9 March 1993. Corporals through Sergeants Major would then be entitled to foreign duty pay from 10 March 1993 to 14 March 1993 (requirement of 8 continuous days in foreign duty area already met). They would again be entitled to career sea pay from 15 March 1993 to 21 March 1993, when they permanently disembark ship.

Example 2: Marines embark aboard ship on 26 June 1993, in connection with Operation Take The Hill. It is the intent of 3d FSSG that these Marines will return to Okinawa by ship after Take The Hill has ended. Take The Hill is not an amphibious operation. Marines temporarily disembark ship in Hendersonville on 5 July 1993 and reembark on 28 July 1993. Ship returns to Okinawa on 4 August 1993 and Marines permanently disembark. These Marines entitlements are as follows:

(1) Since Operations Take The Hill is not an amphibious operation and Hendersonville is not a foreign duty area, these Marines would only be entitled to career sea time/pay while actually embarked aboard ship from 26 June 1993 to 5 July 1993, and 28 July 1993 to 4 August 1993.

Example 3: Marines embark aboard ships on 14 April 1993 with CSSD-35 for duty in support of Subic Training 93-4. This is not an amphibious operation and it is not intended that these Marines return to Okinawa by ship after completion of duty in the Philippines. Ships arrive in the Philippines on 22 April 1993 and Marines permanently disembark. These Marines entitlements are as follows:

(1) LCpl and below. Entitled to career sea time for period 14 April 1993 to 22 April 1993. Since the Philippines is a designated foreign duty area, these Marines would be entitled to foreign duty pay from 22 April 1993.

NOTE: Must be in designated foreign duty area 8 continuous days before foreign duty pay is started.

(2) Cpl and Above. Entitled to career sea pay for period 14 April 1993 to 22 April 1993. Since the Philippines is a designated foreign duty area, these Marines would be entitled to foreign duty pay from 23 April 1993. Corporals and above are not entitled to foreign duty pay on 22 April 1993 because they are entitled to career sea pay on that day and a member may not receive both career sea and foreign duty pay on the same day.

NOTE: Marines must be deployed to a foreign duty area for a continuous period of 8 days or more (including date of arrival and date of departure) to be entitled to foreign duty pay.

h. IMMINENT DANGER PAY. (DODFMR Part 1 Chapter 10; MCTFSPRIM, par. 5079 & Table 5-27)

(1) Imminent Danger Pay is payable to Marines who are entitled to basic pay and serving in an area designated in the DODFMR as an imminent danger pay area.

(2) Effective 15 May 1990, Marines TAD or permanently assigned to the Philippines were entitled to imminent danger pay. Effective 30 November 1991 entitlement to imminent danger pay for the Philippines terminated.

(3) Effective 2 August 1990, payment of imminent danger pay was authorized for the Persian Gulf, the Red Sea, the Gulf of Oman, the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude, the Gulf of Aden, the total land areas of Saudi Arabia, Yemen, Oman, Bahrain, Qatar, the United Arab Emirates and the airspace above them. Effective 31 August 1993, entitlement to Imminent Danger Pay was terminated for all areas above with the exception of Persian Gulf, Saudi Arabia, and Yemen, which remain in effect

(4) Effective 6 February 1991, Egypt, Israel, Jordan, and Syria were designated imminent danger pay areas. This included the total land areas, inland waters, coastal waters and the territorial airspace.

NOTE: Effective 31 December 1991 these designations (h.(1), (2), and (3)) were terminated.

(5) Effective 6 February 1991, the total land area of Turkey, including inland waters, coastal waters, and the territorial airspace was designated an imminent danger pay area.

(6) Effective 22 June 1992, the total land area and airspace of Angola, Chad, Mozambique, Slovenia, Croatia, Bosnia-Herzegovina, and the remaining land area within the former country of Yugoslavia were designated imminent danger pay areas. Coastal waters were excluded.

(7) Effective 10 April 1992, a member who is entitled to basic pay is entitled to hostile fire pay or imminent danger pay for any month during any part in which the member is on official duty in an area designated.

i. Station Allowances. (Ref: JFTR Chapter 9, Part B.)

(1) Incorrectly reporting Cost of Living Allowance from the date of approval of dependent's "Command Sponsorship" vice the date the dependents arrived in Hawaii when transportation of dependents was authorized.

(2) Incorrectly reducing Cost of Living Allowance on the date of divorce. In this case, these Marines are entitled to the higher rate of COLA through the date of divorce.

(3) Failing to forward a new COLA certificate to the Finance Officer when a Marine had a change in the number of dependents. That is, the Commanding Officer failed to prepare a new COLA certificate when a Marine's dependent attained age twenty three, a dependent permanently departed the overseas location, or a new dependent was born.

(4) Reporting incorrect join dates resulting in Barracks COLA commencing on a erroneous date.

(5) Incorrectly reporting COLA Own-Right prior to a member's application for Commuted Rations being approved. COLA Own-Right can not be started prior to a member being authorized to mess separately.

(6) Incorrectly increasing COLA on a Marine married to an active duty spouse on the date of the spouse's release from active duty vice the following day.

(7) Erroneously authorizing COLA Own-Right to a Marine solely based on the presence of non-Command sponsored dependents.

(8) Failure to obtain CMC authorization for continuation of COLA on behalf of a Marine's dependents who remained in Hawaii while the member was serving an unaccompanied tour of duty in Okinawa.

(9) Failing to submit a NAVMC 11116 to the Finance Officer for credit of a pro-rated COLA when supplemental or prorated rations was paid to a Member in receipt of COLA Barracks.

(10) Failing to have Marines document dates of arrival and departure in CONUS for the member and/or dependents when leave in excess of 30 days was taken. Members are not entitled to COLA for periods of leave in excess of 30 days in CONUS, travel time to and from CONUS does not count.

(11) Erroneously authorizing OHA Own-Right for Marines when adequate quarters were available or inadequate quarters were occupied and assigned at the beginning of a dependents restricted tour.

(12) Failing to provide documentation to the Finance Officer to change the Occupancy Status code for OHA from 2 (member without dependents) to 9 (member on unaccompanied tour, all dependents at PDS) when a Marines non-command sponsored dependents reside in the vicinity of the PDS.

j. Servicemen's Group Life Insurance. (Ref: MCTFSPRIM, par. 5141; ALMAR 3652/92.)

(1) Incorrectly reporting SGLI entries with an effective date other than the first day of the month in which the Marine elected an increased SGLI coverage.

(2) Incorrectly reporting SGLI entries with an effective date other than the first day of the month after the month in which the Marine elected a reduction in his SGLI coverage.

(3) Incorrectly reporting a coverage other than that which the Marine had elected.

(4) Failing to have the Marine complete a new SGLI form (SGLV 8286) with the annual audit during calendar year 1994 when the form in the SRB/OQR reflected "BY LAW".

(5) Failing to maintain on file in the SRB/OQR the SGLV form 8282 when the Marine elected an increased coverage after 31 March 1993.

k. Taxes. (Ref: MCTFSPRIM, Par 5059; IRAM, pars. 3001 and 4001.)

(1) Tax plans shown on the LES did not always agree with the tax plans shown on the IRS W-4 forms.

(2) Separate W-4's were not on file or properly annotated when the Marine claimed exemption from paying state tax.

(3) Erroneously reporting state tax exclusion for single Marines from NY, NJ, or CT residing in the barracks.

1. Physical Evaluation Board Entitlements

(1) Failing to properly credit BAQ Own Right to Marines ordered home awaiting the disposition of a PEB.

(a) Marines entitled to BAQ PCS should be credited BAQ beginning the date they depart PDS.

(b) Marines not entitled to BAQ PCS should be credited BAQ Own Right beginning either the actual or constructive date of arrival home, whichever is earlier.

(2) Failing to properly credit interim VHA for Marines ordered home awaiting disposition of PEB.

(a) Interim VHA at the PDS rate should be started on the day of departure from the PDS (provided the Marine is entitled to BAQ Own Right or BAQ with dependents).

(b) Interim VHA at the rate of the location to which the Marine is ordered should be started on either the actual or constructive date of arrival, whichever is earlier.

(3) Failing to properly credit rations for Marines ordered home awaiting the disposition of a PEB.

(a) Enlisted Marines are entitled to travel rations for the time spent traveling to home from the PDS.

(b) Enlisted Marines are entitled to BAS beginning the actual or constructive date and time of arrival home, whichever is earlier.

(c) An officer's rations entitlement will not change. Officers are always entitled to BAS.

(4) Failing to properly identify the constructive date of arrival home. The constructive date is based on the authorized mode of travel. As an example, if a member is authorized travel via POV from San Diego to Kansas City then he will be authorized 5 days travel, therefore the constructive arrival date will be the 5th day after the date of departure from the PDS (DO NOT COUNT THE DAY OF DEPARTURE). So, if the member departs on the 12th, the constructive arrival date is the 17th.

13. Most Common Errors Detected (Reserve Administration). This section only contains those items that are unique to Reserve Service Records. Those errors that are found in both active and reserve records have already been covered in the previous area of the Most Common Errors.

a. Basic Allowance for Subsistence. (Ref: DODFMR, Part 3, Chap. 1; MCTFSPRIM, par. 5009 & Tables 5-3 thru 5-11; RAPSM, Chap. 3, Sect. 1.)

(1) Failing to credit BAS (at no mess available rate) for enlisted Marines for meal times occurring prior to departure from the home site on unit Annual Training (AT) or after their return. As Per Diem was not authorized, and messing was not available or provided, these Marines are entitled to BAS. Unit diary should have reported a credit of BAS from 0001 to commencement of group travel on the first day of AT and from the time of return to the home site to 2359 the last day of AT.

(2) Incorrectly reporting BAS (at the higher no mess available rate) vice ComRats for Marines performing active duty at the home site when messing was available.

(3) Failure to credit DOPMA BAS (ComRats) to enlisted personnel performing active duty away from the home site for periods of individual travel under funded orders.

(4) Erroneously crediting BAS at the higher no messing available rate vice ComRats rate to personnel performing individual active duty at sites with no mess available. In these cases Marines were entitled to the food portion of per diem and therefore only entitled to DOPMA BAS (ComRats).

NOTE: Prior to reporting BAS allowances, administrative personnel should thoroughly review the MCTFSPRIM, par. 5009 and Tables 5-3 thru 5-11 for specific guidance.

(5) Failing to credit BAS (at the higher no messing available rate) for meal times occurring prior to departure from the home site on unit annual training (AT), or after their return. As per diem was not authorized and messing was not available, or provided at the home site, these Marines are entitled to BAS.

b. Basic Allowance for Quarters. (Ref: RAPSM, par. 90407.3; DODFMR, par. 80242; MCTFSPRIM, par. 5008 and Tables 5-3 thru 5-6.)

(1) Failure to credit BAQ Own-Right rate for single reservists performing Annual Training (AT) at the Permanent Duty Station when government quarters were not available.

(2) Erroneously crediting BAQ Own-Right to single reservists performing active duty for training when government quarters were assigned at the duty site.

c. Career Lump Sum Leave. (Ref: MCTFSPRIM, par. 5089; DODFMR, Part 4; PAAN's 1-93 and 3-93 (for LSL in connection with Operations Desert Shield/Storm and Operation Restore Hope.) Periods of LSL paid to reservists, involuntarily activated in conjunction with Operations Desert Shield/Storm or Restore Hope were erroneously included in the cumulative total for Career LSL.

d. Inactive Duty for Training/Unit Muster Sheets. (Ref: MCRAMM, Chap. 3, Sect. 2.)

(1) Original UMS's for scheduled drills were not being retained on file. Platoon muster sheets were being redone and then certified by the Commanding Officer.

(2) Failing to have Commanding Officers initial all corrections to UMS's.

(3) Marines being marked as absent when musters were conducted, and arriving at a later time, did not have the time and date of arrival annotated. Additionally, Marines marked absent did not have the required remarks for absences, i.e., excused/unexcused, and the reason.

(4) Failing to annotate the reason (i.e., RIDT) Marines were marked as "not scheduled" and the date the Marines could perform the RIDT's.

(5) Failing to annotate the total number of drills Marines were authorized for each period of training.

(6) Marines erroneously paid for drills for which no muster sheet exists or paid for drills when the muster sheets indicated they were not scheduled to drill.

(7) Documentation was not on file to show that Marines were requesting Rescheduled Inactive Duty Training (RIDT) prior to the regularly scheduled drill weekend.

(8) Failing to conduct the proper number of musters for the number of drills performed (1 drill requires 2 musters; 2 drills requires 3 musters).

(9) Failure to monitor attendance records to preclude Marines from exceeding 48 regular scheduled IDT periods for a Fiscal Year and not notifying CMC when personnel were inadvertently scheduled to attend drills in excess of 48 for the Fiscal Year. Units should have notified CMC and requested authority to pay those Marines who were inadvertently permitted to exceed 48 IDT periods. Instead some units credited ATP's, RMP's, or no action was taken to pay the Marines for drills attended in excess of 48.

(10) Failing to have UMS's countersigned by the Reserve CO/OIC that were certified by the I&I or site commander.

e. Nonjudicial Punishment. (Ref: MCM, Part V; DODFMR Part 7, Chap 6; MCTFSPRIM, par. 5107.)

(1) When computing NJP forfeitures for reserve personnel the amount of forfeitures awarded is based on the number of SCHEDULED drills and active duty days for the Marine during the forfeiture period.

(a) Verify that the punishment awarded did not exceed the commander's authority. To calculate the maximum amount of the NJP forfeiture three things must be considered; the grade of the individual awarding the forfeiture, the Marine's rate of pay, and the number of scheduled drills to be performed during the period of the forfeiture. Company grade officers (Captain and below) can award forfeitures up to 7 days' pay for one month. Field grade officers (Major through Colonel) can award forfeitures of 1/2 of 1 month's pay for 2 months. OIC's regardless of grade are limited to the punishment authorized for a company grade officer.

(b) When only Inactive Duty Training Pay is involved:

1 Determine the amount the individual is entitled to for performance of one drill. Pay for one drill is 1/30 of the monthly base pay prescribed for the individual's grade and years of service. DODFMR, par. 80301 applies.

EXAMPLE: Accused is a PFC Base pay = \$913.20
\$913.20 X 1/30 = \$30.44

2 Determine the number of drills for which pay is subject to the forfeiture. A company grade officer may not impose a forfeiture which extends beyond a one month period. A field grade officer may not impose a forfeiture that extends beyond a two month period.

EXAMPLE: A company grade officer imposed NJP on 12 scheduled to perform 4 drills between 12 Jul and the unit is scheduled to perform 4 drills between 12 Jul and 11 Aug (2 drills each on 10 and 11 Aug). The total drill pay subject to forfeiture is 6 drills pay, computed as follows:

12 Jul date performed 2 drills

10 Aug scheduled drills: 2 drills

11 Aug scheduled drills: 2 drills

3 Determine the amount of pay subject to the forfeiture by multiplying the pay for one drill by the number of drills performed or scheduled during the period the forfeiture applies:

EXAMPLE: \$30.44 Drill pay for 1 Drill X 6 Drills
\$182.64 Total subject to forfeiture

4 Determine the maximum forfeiture by taking 7/30th's (or 15/30th's for field grade) of total pay subject to forfeiture. Maximum Forfeiture = Single Drill Basic Pay X Number of Drills Scheduled within Next 30 Days X .2333 (decimal equivalent of 7/30)(Round to lowest whole dollar amount).

EXAMPLE: 7/30th or .2333 X \$182.64 = \$42.60
Maximum = \$42.00 (whole dollar amounts)

14. Leave. (Ref: MCTFSPRIM, par. 5089; MCO 1050.3; pars. 3001.3b and 4001.2c(3).)

a. Administrative units failed to report or correctly report prior LSL payments on the unit diary, causing records resident in MCTFS to be different from the documentation on file. An inaccurate LSL balance can result in potential under payments or over payments when a Marine is afforded the opportunity to settle unpaid lump sum leave. Additionally:

(1) Periods of LSL for the PLC program were not reported. Leave is not authorized; therefore, all leave accrued is LSL.

(2) If documentation in the SRB indicates a higher total of Career LSL than is resident in MCTFS, MCAAT policy is to report the higher LSL to protect the interest of the government and request verification from DFAS-KCC.

b. Periods of annual leave had not been reported on the unit diary, or what had been reported on the unit diary differed from the periods indicated on the Marine's leave authorization (i.e., Marines were frequently allowed to depart on annual leave prior to the end of normal working hours of a workday). These errors have resulted in Marines not being charged for leave actually taken, and can result in the misplayment of lump sum leave when Marines are released from active service.

c. When special leave was authorized in conjunction with annual leave to CONUS, units were incorrectly reporting the leave entries causing a missed day of chargeable annual leave (i.e., terminating the special leave at 2359 and commencing the annual leave at 0001 the next day).

d. The unit had not established a system for ensuring that Combat Leave Balance worksheets were prepared and maintained for enlisted personnel and warrant officers who had performed duties in a qualifying designated area (i.e., Operations Desert Shield/Storm and enroute to/from Somalia).

e. When an In-Palace Consecutive Overseas Tour or a Consecutive Overseas Tour is authorized, ensure that the member submits a travel claim to the Finance Office for proper computation of chargeable leave.

f. Incorrectly reporting periods of annual leave in excess of 30 days taken by Marines (and/or dependents) overseas. These Marines are entitled to COLA for periods of leave in excess of 30 days in CONUS. The unit needs to have the Marine document dates of arrival and departure in CONUS for the Member and/or Dependents, and the leave when reported on the unit diary should properly reflect the location where the leave was taken (CONUS or overseas areas).

15. Diary Feedback Reports. (Ref: MCTFSPRIM, pars 8202 and 8203.)

a. Failure to take corrective action on (C05) Inconsistent Condition Codes. This condition code identifies Marines who have vacated government quarters prior to transfer from the last command.

b. Failure to take corrective action on (C09) Inconsistent Condition Codes. This occurs when the TR/JD entries do not correspond with elapsed time input.

c. Failure to take corrective action on (C37) Inconsistent Condition Codes. This condition code identifies Marines who have vacated government quarters after transfer from the last command.

d. Failure to take corrective action on (C47) Inconsistent Condition Codes. This occurs when a member is in receipt of Advance BAQ and VHA and is assigned family type quarters.

16. Unit Punishment Book/Court-Martial. (Ref: DODFMR, par. 70603.a; MCM, Part V; MCTFSPRIM, pars. 5107, 5027, and Table 5-14.)

a. Units were erroneously reporting the effective date for vacating suspended NJP's using the original date of the NJP versus the date of vacate.

b. Court-Martial punishments were erroneously reported using the date of the court martial versus the date of the Convening Authorities' action.

17. Travel Controls. (Ref: SECNAVINST 5212.5C, Chap. 1 (SSIC 1320), MCTIM and JFTR.)

a. Travel vouchers were not prepared for Marines returning from permissive TAD to ensure unit diary had accurate information for reporting TAD Rations. Additionally, these travel claims must be submitted to disbursing if the Marines had excess travel or authorized delay to be charged to their leave account.

b. Adequate training or procedures were not in effect to ensure Marines were counseled on appropriate travel entitlements and properly assisted in claiming these entitlements. Specifically:

(1) Reimbursement for Temporary Lodging Expense (TLE).

(2) Reimbursement for Dislocation Allowance (DLA).

(3) Reimbursement for missed meals when Marines were required to procure meals at own expense while in a group travel or field duty status.

c. Adequate procedures were not in place to track the submission, completion and settlement of all travel claims. The recommended method is to use a logbook indicating name, rank, SSN, date of submission, date of discrepancy notice (DN), date returned, amount of settlement, DOV number, and the Marine's signature.

18. Most Common Errors Detected (UDP Entitlements). It is imperative that accurate documentation be prepared and maintained to justify entitlements associated with deployments and periods of TAD. Recommend using a DD Form 1351-2 (Travel Claim) to establish an itinerary, even though there is no entitlement to travel entitlements. The form has room for all the pertinent information including dates/times or arrival/departure at various locations.

a. Basic Allowance for Subsistence. (Ref: DODFMR, Part 3, Chap. 1; MCTFSPRIM, par. 5009; MCO P10110.14M and JFTR, Chap. 4, Part A).

(1) Reporting incorrect times and dates for commencement and termination of subsistence allowances. Information did not correspond with the Marine's itinerary. The errors were identified for movement of UDP units (Main body and advance party) and individual TAD away from the UDP location.

(a) BAS is not payable to enlisted members during a group travel status, therefore it is necessary to understand when group travel commences/terminates. Group travel commences when the members depart the PDS and terminates 2359 on date of arrival at the TAD site. When departing the TAD site, group travel commences at 0001 day of departure and terminates at time of arrival at the PDS. This includes all time spent enroute, awaiting further transportation or any necessary delays incident to the mode of travel.

(b) Main Body. ComRats should be stopped one minute prior to departure from the PDS. In the event meal cards are issued to personnel on ComRats prior to departure then ComRats must be stopped at the time of issue. However, these Marines must be subsisted-in-kind from the time meal cards are issued versus time of departure.

(c) Advance Party. If the advance party is issued individual orders, then TAD rations must be credited from time/date of departure from PDS through one minute prior to arrival of the main body. (Advance party personnel status changes to "Unit Messing Essential" and are not entitled to the meals portion of per diem upon arrival of the main body). If the advance party is issued Group Travel Orders, then stop ComRats one minute prior to departure from the PDS and credit TAD rations from 0001 day after arrival in the UDP location thorough one minute prior to arrival of the main body.

(d) Enlisted Marines who are TAD away from the UDP location not in support of the UDP mission, or where government quarters and/or messing is not available MUST have TAD rations credited as any other TAD. (Time/date of departure through time/date of return.)

b. Deployed Per Diem. (Ref: JFTR, par. U4105; MCO 7220.39; MCTFSPRIM, par. 5047; and MCO P3000.15.)

(1) Reporting incorrect dates for commencement/termination of deployed per diem. These errors were associated with both the main body and advance party.

(a) Main Body. In virtually all instances the main body arrives at the UDP location in a group travel status, therefore no per diem is payable for the date of arrival. Deployed per diem must start on the day after arrival of the main body. On the return of the main body to the PDS the group travel status begins 0001 the day of departure from the UDP location; therefore, deployed per diem stops the day prior to departure.

NOTE: For all other unit travel within the Western Pacific, deployed per diem is payable including periods of group travel.)

(b) Advance Party. Entitlement to locality per diem for advance party personnel decreases to the incidental portion only at time of arrival of the main body. Deployed per diem would then commence the next day the same as the main body. Conversely, rear party personnel are entitled to locality per diem for the date the main body departs. Therefore deployed per diem would stop for the rear party the day prior to date of departure of the main body (same day deployed per diem stops for the main body).

(2) Failure to check deployed per diem for periods of concurrent TAD away from the UDP unit (locality per diem authorized) or while embarked on a Naval vessel.

(a) TAD. When enlisted personnel are credited TAD rations for eligible periods, the unit diary entry creates a corresponding deduction for deployed per diem. However, this is not the case with officers. A "Check Deploy Per Diem" entry must be submitted on all officers who perform TAD. The dates to be checked are from date of departure through date of return.

(b) Embarkation on a Naval Vessel. Since members participating in an amphibious operation receive career sea for the first 30 days ashore, MCTFS will not automatically deduct deployed per diem. A "Check Deploy Per Diem" entry must be submitted on all Marines for all days spent aboard ship, including dates of embarkation and debarkation. This may not match the credit of career sea in all cases.

c. Family Separation Allowance. (Ref: DODFMR, Part 3, Chap. 3 and MCTFSPRIM, par. 5064.) FSA commencement/termination dates incorrectly reported. The same rules apply as with any other TAD for entitlement to FSA-T. Commencement begins on date of departure from PDS and stops one day prior to return to the PDS.

d. Basic Allowance for Quarters. (Ref: DODFMR, Part 3, Chap. 2 and MCTFSPRIM, par. 5008.) Erroneously changing single Marines receiving BAQ (Own Right) to BAQ partial. Single Marines are entitled to the BAQ rate they are receiving at the time of departure from the PDS through the entire TAD period. This applies to members married to members who are receiving BAQ spouse as well.

e. Variable Housing Allowance. (Ref: JFTR, Chap 8; MCTFSPRIM, par. 5162 and APSM, Chap. 3.) Erroneously changing VHA entitlement to the dependents ZIP Code. Marines remain entitled to the VHA being received at the PDS during the entire TAD period. Only changes to housing expenses or a change in dependency status will necessitate a change in VHA. Even then, the entitlement is based on the PDS, not the dependents location.

f. Emergency Leave. (Ref: JFTR, par. 7205B and MCTFSPRIM, par. 5089.) Marines on UDP are in a TAD status vice permanently assigned overseas. Therefore transportation is authorized from the TAD/ship location of the PDS (i.e., Camp Pendleton, Camp Lejeune, MCAS, Beaufort, etc.) and return. Transportation to other than the PDS will be allowed not to exceed the cost of transportation to the PDS. Care must be exercised in issuing appropriate emergency leave orders to the PDS. Not just to CONUS as in the case of personnel permanently assigned overseas. Reporting TAD rations/leave is accomplished in the same manner as discussed earlier in this handout and in the MCTFSPRIM with one major difference. The Marine is in a travel status until reaching the PDS or other point authorized in the orders. Upon departing the PDS or alternate point, travel status resumes. This is without regard to the time/ date the Marine arrives/departs CONUS.

19. NAVMC 10522, COMMUTED RATIONS ACTION. (Ref: MCO 10110.47; MCO P1070.12H, par. 4001.2c(8) and MCTFSPRIM, par. 5009.)

- a. Prepare the NAVMC 10522 in duplicate.
- b. After the Commander or his designated representative approves the request for ComRats, give the "original" of the form to the Marine who is making the request. File the signed duplicate (carbon copy signature acceptable) of the form in the Marine's SRB after the authorization is reported on the unit diary. Annotate the unit diary number and date of the unit diary which reported the ComRats statement on the copy which is filed in the SRB.
- c. If the commander or his designated representative disapproves the request for ComRats, complete and return the "original" NAVMC 10522 to the Marine who is making the request. File the duplicate of the disapproval in the unit's correspondence files.
- d. If the commander or his designated representative terminate a previous authorization for ComRats, complete Section III of the form contained in the SRB. There is no requirement to complete section III to terminate ComRats upon transfer or when the Marine's duty status changes. Refer to MCTFSPRIM concerning unit diary entry requirements in these cases. Prepare Section III in duplicate by using a blank form behind the authorization filed in the SRB. Give the completed SRB copy of the form to the Marine; forward the duplicate copy to the unit diary section to report the unit diary entry to terminate the ComRats (annotate the unit diary number and date of the diary which terminated authorization for ComRats on the duplicate form). Maintain the duplicate copy of the termination in the SRB until the termination entry posts and appears on the monthly Leave and Earning Statement (LES). After the termination appears on the monthly LES, remove the form from the SRB and file it in the unit's correspondence files.
- e. Dispose of copies of NAVMC 10522 maintained in the unit's correspondence files per SECNAVINST 5212.5.

20. Filing the BIR/BTR in the OQR/SRB. (Ref: MCTFSPRIM, par. 9500; MCO P1070.12H, pars. 3001.3(e) and 4001.2c(5); and MCO 7220.31.)

- a. A BIR/BTR will be printed by the RU for audit on the following occasions:
 - (1) Whenever the Marine is Joined chargeable by an RU or attached DUINS in excess of 20 weeks.
 - (2) Whenever the commander considers that an additional audit is necessary.
 - (3) Annually along with the annual audit of the LES, RED, and ROS.
- b. The RU commander will designate an officer, NCO, or GS-4 or above, in writing to conduct the audit/interview. The Marine will acknowledge the audit/interview by signing the BIR and BTR. When the Marine is not located at the unit and traveling the distance would create a hardship, telephone or other means of communication should be used to accomplish the audit. The interviewer who conducts the audit/interview will sign the BIR and BTR. When the Marine is not available, the BIR and BTR will be signed by the auditor who will indicate that the Marine was not available and the reason for nonavailability. The method of signature will be as follows: first name, middle initial, and last name for both auditor and Marine.
- c. The MCTFSPRIM, Tables 9-1 and 9-2 contain listing of data elements displayed on the BIR and BTR, directives that explain the individual data elements, source date used to verify the individual data elements, and designates responsibility for each data element.

21. Filing the RBIR/RBTR in the OQR/SRB. (Ref: MCTFSPRIM, par. 9600; MCO P1070.12H, pars. 3001.3d and 4001.2c(4).)

- a. Each unit will establish a control system to ensure that the anniversary RBIR/RBTR are received and processed properly. Each unit will also establish a procedure that best suits its needs and strictly adhere to it. The active duty site commander/I-I/ supervisor will be familiar with the procedures and periodically check to ensure it is being followed. MCTFSPRIM, Figure 9-6 is a flowchart of the audit process. RBIR/RBTR's will be requested and audited on the following occasions:
 - (1) Upon joining the Reserve Establishment (initially or from AD) and upon joining a new unit. The Join RBIR/RBTR will be system-generated after the join has posted and mailed to the RU by MISSO-17. The RU will request the join RBIR/RBTR if it has not been received by the tenth working day following the processing of the UD.

(2) Annually, within 60 calendar days of the individual's anniversary month. The annual RBIR/RBTR will be system-generated the month following the anniversary month and mailed to RU's by MISSO-17. If the anniversary RBIR/RBTR is not received by the 15th day of the month following the anniversary month, the RTU will request one via MCTFS. The IRR is exempted from the annual RBIR/RBTR audit. The CG, MCRSC will conduct annual screening to update the CMR record via UD entries accordingly.

(3) When required by the CMC for purposes of purifying the CMF.

(4) Upon receipt of a requested RBIR/RBTR.

b. The MCTFS PRIM, Tables 9-3 and 9-4 contain listing of data elements displayed on the RBIR and RBTR, directives that explain the individual data elements, source date used to verify the individual data elements, and designates responsibility for each data element.

22. CLARIFICATION OF WHEN TO RECORD THE "NOT RECOMMENDED FOR PROMOTION" ENTRY ON PAGE 11 OF THE SRB. (Ref: IRAM, par. 4012.3n; MCO P1400.32A, Chap. 2, Sect. 2; MCTFS PRIM, par. 5123) The key word when deciding whether or not to make the page 11 entry is "eligible." The following clarification is provided:

a. Marines in the grade of Pvt and PFC are "eligible" for promotion consideration upon attainment of the required 6 months time in grade/time in service for promotion to PFC and 8 months time in grade/9 months time in service for promotion to LCpl. One month prior to the effective months of promotion, a "Select Grade" flag appears in the MCTFS with the effective date of promotion. It is at this time that the commander is afforded the opportunity to counsel the Marine who is not recommended for the promotion to which eligible by virtue of time in grade. The commander is required to report a "NOT REC FOR PROM" entry on the unit diary and simultaneously make the page 11 entry in the SRB for each month the Marine is not recommended by the commander. (NOTE: Privates and PFC's not recommended for promotion due to restrictions listed in MCO P1400.32A, par. 1204.3f through 3n require only an initial page 11 SRB entry recorded for the restricted period. Monthly unit diary entry is still required.)

b. "Eligibility" for promotion consideration to Cpl and Sgt is also dependent upon attaining the required time in grade and time in service. When the requirement are attained, a quarterly composite score for promotion is automatically computed unless the Marine is not recommended for promotion by the commander. At that time, the "NOT REC FOR PROM" entry is reported on the unit diary and the commander causes the page 11 entry to be made in the SRB indicating the reasons for not recommending the Marine for that quarter.

c. When a Marine's composite score meets the established cutting score for the specific OccFld for lance corporals to corporal and MOS for corporals to sergeant, a "Select Grade" flag appears in the MCTFS with the effective date of promotion. It is still incumbent upon the commander to certify that the Marine should be advanced to the next higher grade. If not, the command is required to report a "WILL NOT PROMOTE" entry on the unit diary to delete the "Select Grade" flag and record the page 11 entry to indicate the reason(s) for the "NOT REC FOR PROM" entry for each month for which the Marine receives a "Select Grade" flag in the MCTFS and the Marine is still not recommended for promotion by the commander.

APPENDIX D

ADMINISTRATIVE NOTES CONCERNING MARINE CORPS
RESERVE ADMINISTRATION MATTERS

The purpose of this appendix is to provide Inspector-Instructor/Active Duty Site Commander Staffs, Selected Marine Corps Reserve unit administrators, and other Marines who perform Marine Corps Reserve administrative functions with guidance on common problem areas experienced by field commands in the area of Marine Corps Reserve unique administration. This appendix also includes items which may not be unique to the Marine Corps Reserve, but are nevertheless helpful information. This appendix is not all inclusive and should not be considered as directive in nature. Use this appendix to supplement procedures set forth in Marine Corps and higher headquarters directives and those unwritten procedures developed in-house.

1. NOTICE OF ELIGIBILITY (NOE) BENEFITS. An NOE is a document authorizing, to a qualified reservist, military medical care and other disability benefits for treatment of a service incurred or aggravated injury, disease, or illness. Qualifications and administrative procedures for requesting and maintaining an NOE are published in MCO 1770.2. NOE requests with supporting documentation will be sent directly to CMC (RAM-3). A copy of the request will be sent to the appropriate activities within the chain of command (i.e., the CG, COMMARFORRES or the CO of the appropriate Marine Corps District). Questions concerning NOE benefits will be addressed to CMC (RAM-3) or the COMMARFORRES G-1.

2. TEMPORARY NOT PHYSICALLY QUALIFIED (TNPQ) DETERMINATION. TNPQ determinations allow a reservist to be carried on unit rolls for up to 6 months in a "not required to drill" status, when the Marine is clearly not physically qualified to perform active or inactive duty due to a non-service connected condition. Inspector-

Instructors

and active duty site commanders are delegated drill exclusion authority for TNPQ. Marines are not permitted to drill or perform periods of active duty while pending or in a TNPQ status. Corpsmen must coordinate with inspector-instructor staff administrative personnel to ensure that appropriate strength category code changes are reported in MCTFS per the MCTFSPRIM. NPQ packages must be submitted on Marines who will be unfit to drill for periods in excess of 6 months.

3. NOT PHYSICALLY QUALIFIED (NPQ) DETERMINATION. A reservist who is classified as TNPQ for 6 months must have an NPQ determination submitted to the Special Assistant for Physical Qualifications and Review, Bureau of Medicine and Surgery (BUMED 02D252) via the chain of command. Each request should contain a recent SF 88 and 93 which indicates a military medical officer has found the member NPQ for retention. In the absence of a military medical officer's findings, documentation from a civilian physician will suffice. In any case, include all supporting documents associated with the disqualifying factor. The ManMed, Article 15-84 and MCO P1900.16D, paragraph 8407.2 provide additional guidance. Marines are not permitted to drill or perform periods of active duty while pending or in a NPQ status. Corpsmen must coordinate with inspector-instructor/active duty staff administrative personnel to ensure that appropriate strength category code changes are reported in MCTFS per the MCTFSPRIM.

4. ANNIVERSARY AUDIT. The following sample Anniversary Audit Tracking Sheet was provided by the Personnel Officer, 4th Marine Division. When used, the tracking sheet will assist units in ensuring that required audit items are not overlooked during anniversary audit processing. If this method of tracking completed audit requirements is used, file the completed form(s) in the unit's correspondence files.

{li P5014C06.gif:ANNUAL AUDIT TRACKING SHEET}

5. PAY ENTRY BASE DATE (PEBD). On 1 January 1985, the DoD changed the method of computing time served in the Delayed Entry Program (DEP) for pay purposes. This change was directed primarily to initial enlistees (first term Marines), however in some cases, it may affect the PEBD as established during the accession process. (See appendix C for computation table for the Regular component.)

COMPUTATION OF PAY ENTRY BASE DATE FOR ENLISTED MARINES OF THE RESERVE COMPONENT			
R U L E	A	B	C
	If the individual	and is placed in the Delay Entry Program (DEP)	then the PEBD is
1	enlisted prior to 1 Jan 1985 in the regular component of any branch of the Armed Forces	and is on initial enlistment	the same as the date of enlistment (See Note 1)
2	enlisted on or after 1 Jan 1985 but before 27 Nov 1989 in the reserve component of any branch of the Armed Forces		
3	enlisted on or after 1 Jan 1985 in the regular component of any branch of the Armed Forces		the same as the date assigned to active duty (See Note 2)
4	enlisted on or after 28 Nov 1989 in the reserve component of any branch of the Armed Forces		the same as the date assigned to active duty (See Note 3)
5	reenlisted prior to 1 Jan 1985 in the regular or reserve component of any branch of the Armed Forces	and the individual has obligated service from previous enlistment	the same as the date of original entry in the Armed Forces
6	reenlisted on or after 1 Jan 1985 in the regular or reserve component of any branch of the Armed Forces	and obligated service from previous enlistment has not expired prior to reassignment to active duty	
7		and obligated service from initial enlistment expires before assignment to active duty	recomputed to exclude the period immediately following the expiration of initial obligation to the day prior to assignment to active duty

NOTES:

1. For Marines who entered the Regular Component DEP on or after 1 January 1985, a change to the Military Selective Service (MSS) Act disallowed credit for DEP time to be counted for pay and allowances. This ruling does not apply to Marines who are members of the Reserve component DEP on or after 1 January 1985, but prior to or on 27 November 1989, who later come on active duty for IADT.

NOTES (Continued):

EXCEPTION:	On rare occasions enlistment contracts are terminated at no fault of the individual, i.e., initial program enlisted for is no longer available, recruiter error(s) in initial contract, etc. These contracts are immediately renegotiated at the convenience of the government and allows the individual to receive credit for the time spent in the DEP prior to 1 January 1985. Documentation of this situation is on the DD Form 1966 and block 7b of the DD Form 4.
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- 2. Individuals discharged from the DEP prior to 1 January 1985 (humanitarian, temporary medical problems, etc.) and reenter after 1 January 1985 do not receive credit for any previous DEP time.
- 3. Marines enlisting in a Reserve component DEP on or after 28 November 1989, pay and allowances will begin on the date beginning service for active duty or active duty for training, unless the Reserve member performs inactive duty for training prior to beginning service on active duty or active duty for training under the category P program satisfactorily.

EXCEPTION:	Reserve members who do not participate satisfactorily under the category P program, pay and allowances will begin on the same date as assigned to active duty.
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6. ARMED FORCES COMMISSARY PRIVILEGES CARD (DD FORM 2529)

a. Eligibility

(1) Ready Reserve. All members of the Ready Reserve, to include the SMCR, IRR, IMA's, and MTU's who earn 50 or more Reserve retirement credit points to achieve a satisfactory year for retirement purposes are eligible for 12 military commissary days. These benefits may be exercised by members or their authorized dependents by using DD Form 2529, Armed Forces Commissary Privileges Card. Members of the Standby Reserve are not eligible for the commissary privilege card.

(a) Eligible Marines are issued a DD Form 2529 by the Reserve unit administering their records. No member shall be issued, nor possess, more than one privilege card for the same benefit period. A benefit period will not exceed 365 days.

(b) Prior to gaining entry to a commissary, a Reserve member is required to present the DD Form 2529 along with a valid Reserve ID card (DD Form 2MC(Res)). Authorized dependents using the commissary benefits, who are not accompanied by the Marine, are required to present a commissary privilege card listing their name with a valid photo identification, or the commissary privilege card and a DoD Guard and Reserve Family Member Identification Card (DD Form 1173-1) or an authorized Marine Corps Reserve Dependent Identification Card (NAVMC 11138). The commissary entrance control clerk will date stamp one of the 12 blocks on the reverse of the DD Form 2529 at the time of entry to indicate commissary usage.

(2) Active Duty. Any reservist who is ordered to active duty, and is entitled to basic pay and allowances, is authorized to use military commissaries during the inclusive period of the actual active duty performed. There is no entitlement for commissary use while performing non-pay AT/ADT.

(a) Prior to gaining entry to a commissary, a Reserve member on active duty is required to present a valid Reserve ID (DD Form 2MC(Res)) and an official copy of orders to active duty for the appropriate dates. The orders shall contain the name, rank, and SSN; beginning and ending dates of the Marine's active duty tour; and, the name of each dependent. Authorized dependents using the commissary benefits, who are not accompanied by the Marine, are required to present a copy of the Marine's active duty orders along with a valid form of identification containing a picture of the dependent.

b. Initial and replacement commissary privilege cards are issued on a calendar year basis. When Marines join a unit subsequent to the start of a calendar year, the issuing unit will void the number of entry authorizations corresponding to the number of months the individual was not a participating member during the calendar year. Conversely, when the Marine leaves a unit prior to the end of a calendar year, the issuing unit will recover the card and destroy it per applicable disposal procedures.

c. The commissary privilege card is a preprinted form, front and back, which is produced on continuous form cardstock. The card may be processed either on an automated data systems printer or on a standard typewriter. Do not laminate cards. Lamination will render the card invalid. Each card consists of three parts with each portion of the card perforated to facilitate removal and mailing. The card consists of:

(1) a control number/name portion which is detached and retained by the issuing activity as a control record;

(2) a mailer portion to display the Marine's name and address through a number window envelope; and,

(3) the Privilege Card portion which is detached from the mailer and used by the Marine/dependent to gain entry to military commissaries.

d. Each card has a unique control number printed on the reverse side of in each part. These card numbers are used to account for card issuance as well as to certify eligibility for a replacement card because of loss, theft, or destruction. The control number will account for cards issued and associate a specific card to an individual reservist for recordkeeping purposes. Issuing activities are responsible for accountability of each card received, issued, voided, or unissued. Although not listed in paragraph 4 of SL-8-09993A, the DD Form 2529 requires special security/control procedures. Specific security measures include:

(1) Verification of control numbers and total number of forms received;

(2) Maintenance of a permanent log, showing the receipt and final disposition by control number;

(3) Periodic inventory; and,

(4) Locked storage.

e. Issuing activities should establish control procedures similar to those established for control and accountability of identification and meal cards. As a part of those procedures, staple the control number portion of the commissary privilege cards to the DD Form 1172, which accomplished DEERS pre-enrollment, on the document side of the Marines service record. Issuing activities should pattern control logs after those already in existence for other controlled forms (see paragraph 14 of appendix B).

"TROUBLE-SHOOTING" DIRECTORY

This appendix provides topical areas and the associated references which provide guidance, explain procedures, set forth policy, or otherwise relate to administrative requirements. Where no 'alpha' designator is listed for a reference, refer to the most current edition. Where no specific chapter, section, paragraph, etc. is indicated, information on the topic is disbursed throughout the directive.

TOPIC	REFERENCES
ACTIVE DUTY FOR TRAINING (ADT)	
MCTFS Reporting	MCTFSPRIM, Chap. 7 MCTFSPRIM, par. 5008 & Tables 5-3 through 5-6 (BAQ) MCTFSPRIM, par. 5009 & Tables 5-7, 5-9 through 5-12 (BAS/ComRats) MCTFSPRIM, par. 5149; 5082 & Tables 5-30, 5-32, 5-34, 5-36, 5-38, & 5-39 (Special/Hazardous Duty Incentive Pay) MCTFSPRIM, par. 5089.13 (LSL) MCTFSPRIM, par. 5168.8 (VHA)
AVIATION CAREER INCENTIVE PAY (ACIP)	DODFMR, Vol 7, Part A, Par 20121 through 20133 ACTS Manual, par. 1211
MCTFS Reporting	MCTFSPRIM, par 5112, Tables 4-48 & 5-49
BASIC ALLOWANCE FOR QUARTERS (BAQ) (See DLT's in the DODFMR)	DODFMR, Vol; 7, Part A, Part 3, Chap. 2 and Tables 3-2-1 through 3-2-9 MCO P1751.3E (BAQ) MCO 7220.31J (APSM), Chap. 2, Sect. 2 MCO 7220.42B (RAPSM), Chap. 2, Sect. 2
Dependency Application	MCO P1751.3E, par. 1004.1 and 4008 MCO P1070.12H (IRAM), par. 3001.3l and 4001.3c(13)
Assignment to/Termination of Government Quarters	MCO 11000.22 MCO P1070.12A (IRAM), par. 3001.3m and 4001.3c(14)
NOTE: MCO P11000.22A, Chap 1 Sec 2 prohibits assignment to more than one set of government family type quarters to the same Marine and his dependents.	
Partial BAQ	DODFMR, par. 30215 for basic entitlement DODFMR, Table 3-2-9 for applicable monthly rates
BAQ-Difference	DODFMR, par. 30242
Not entitled to BAQ	MCO P1751.3E for general BAQ-W information DODFMR, par. 10305 & 10306 when excess leave is involved DODFMR, par. 30251.c for E-4 under 4 and below when excess leave is involved
MCTFS Reporting	MCTFSPRIM, par. 5008 and Tables 5-1 through 5-6
NOTE: Marines on "independent" duty (RSS/RS/OSO/I-I/MCD, etc.) are entitled to BAQ-OR from the date of reporting vice date of joining provided government quarters are not provided/used on reporting. (Ref: DODFMR, Table 3-2-3, rule 1, notes 3, 10, and 11)	

TOPIC	REFERENCES
BASIC ALLOWANCE FOR SUBSISTENCE (BAS) (See DLT's in the DODFMR)	DODFMR, Part 3, Chap. 1 and Tables 3-1-1 through 3-1-6 MCO 7220.31J (APSM), Chap. 2, Sect. 1 MCO 7220.51 MCO 7220.42B (RAPSM), par. 30101 and Fig. 3-1 (Reserve)
BAS/ComRats Entitlement	DODFMR, par. 30111 (BAS); par. 30114.b and 30131 (Authorized to mess separately)
<div>NOTE: Marines on "independent" duty (RSS/RS/OSO/I-I/MCD, etc.) are entitled to subsistence/BAS as follows: (1) BAS from 1 minute after date and hour of reporting to permanent duty station. (Ref: DODFMR, par. 30132) The only exception would be when the Marine reports at a meal time (0700, 1200, or 1800), then the effective time of authorization is the actual reporting time. (2) Personnel on AMOI, Recruiting, I-I and Contract Liaison Duty, whose duty location is not on a military installation, are entitled to full BAS for all meals (DODFMR, Par 30132 & 301330. The duty location is on a military installation with messing facilities, only ComRats are authorized. (3) Members may be authorized the difference between ComRats and full BAS for individual meals procured during periods of duty. (Ref: DODFMR, Table 3-1-4, rule 6)</div>	
<div>NOTE: Commanding officers of ships on active naval service are prohibited from authorizing ComRats except during periods of overhaul. (Ref: BUPERSMAN, Art. 2640110.3 & DODFMR Table 3-1-4 Rule 10)</div>	
Retroactive approval	DODFMR par. 30131.a
Field Duty/Rations	DODFMR, Part 3, Chap. 1, Table 3-1-4 MCO P10110.14L MCO 10110.40B MCO 7220.42B (RAPSM), par. 30101.6 (Reserve)
DODFMR BAS	DODFMR, Part 3, Chap. 1, Table 3-1-5 DODFMR, Part 8 (Reserve) JFTR, Chap. 4
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MCTFS Reporting	MCTFSPRIM, Chap. 7, Sect. 1
LEAVE	Marine Corps Manual, 1980, par. 2804 MCO P1050.3G MCO P1900.16D (MARCORSEPMAN), par. 1010, 7012, and 8511 MCO P4650.37C (MCTIM) MCO P1000.6G (ACTS Manual), par. 4200.13, 4200.14, 4300, 4302, and 4403 MCO P7220.31J (APSM) SECNAVINST 1050.5
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